

Pre-Program Questionnaire for Artemis Limpert

This pre-program questionnaire is to assist in preparation to ensure that the outcome of the event is delivered. Please provide any additional support information that will assist us in this effort. Once completed, please return the form to

Fax: 800-423-5715

Email: support@PaidMyDues.net

General Company Information

Complete Official Company/Association Name:

Other name or acronym the company/group uses:

Mailing Address:

Phone: _____ Fax: _____

Email: _____ Website: _____

Company Slogan:

Presentation/Program Specifics and Objectives

Conference/Program Theme:

Specific Presentation Title:

Date: _____ Start Time: _____ End Time: _____ Length: _____

For all day training: When do you prefer the breaks/lunch to occur? _____

What is on the program just before Artemis speaks?

What happens on the program right after Artemis speaks?

Specific purpose of this meeting (awards banquet, annual meeting, training, etc.)

Specific objectives for Artemis to target in her presentation?

What needs to happen for you to consider this event a success? (Please be as specific as possible.)

Sensitive issues that should be avoided?

Attendee/Audience Profile

Number attending? _____ % male: _____ % female: _____
Age range: _____ - _____ Avg. Age: _____ Spouses attending? _____
Average Annual Income: _____ Income range: _____ - _____
Average Educational Background: _____

Major responsibilities of audience:

Average length of employment/association with company/group:

Circle one: Are attendees there **voluntarily** or is it **mandatory**?
If mandatory, how receptive are the attendees to this program?

Will the attendees have to **pay individually** or is it **company sponsored**?

Dress code for attendees?

Usual dress code?

Other relevant information

Background

Who are the other speakers in the program?

Speaker:

Topic:

Speaker:

Topic:

Details About Your *Audience*

Recent Achievements?

Problems/Challenges?

Breakthroughs?

What separates your high-performance people from others?

Details About Your *Organization*

Recent Achievements?

Problems/Challenges?

Breakthroughs?

Significant events (mergers, relocations, award, etc.)?

Logistics

Introducers name: _____ Title: _____
Will the presentation be taped? **Y / N** Audio? _____ Video? _____
(Please remember that we will need to give permission to tape Artemis)

If you wish, Artemis will make his educational materials available to your audience, so that they may continue the learning process after the presentation. There are three ways this can be arranged. Please check the one that is the most appropriate for your group.

- ☐ 1. Group purchase in advance for each attendee, at wholesale price.
- ☐ 2. Materials made available at the back of the room after the presentation.
- ☐ 3. Brochures to order.

If you chose #2, please make sure that:

- Nothing will be scheduled immediately following the presentation by Artemis for at least twenty minutes.
- A table will be made available for Artemis to place materials by the exit door or just outside the room.
- Someone from your group will be available to assist with sales.

Travel Information

Best airport to arrive at: _____
Recommended/Event hotel: _____
Address: _____

Phone: _____

How will Artemis be transported from the airport to the hotel? _____
If picked up, company/contact name: _____
Phone: _____

Venue name (if different from hotel): _____
Address: _____
Phone: _____

Location at the site, room, etc: _____

Emergency contacts:

Name: _____ Title: _____
Business Phone: _____ Home Phone: _____
Mobile Phone: _____

Thank you again for this opportunity to serve you.