



Angela Heath
CLIENT QUESTIONNAIRE

Please return to: info@tkcincorporated.com

EVENT DATE: _____

GENERAL INFORMATION
Primary on-site contact name and title:
Contact's cell number
Contact's office telephone number
Secondary on-site contact and cell number
Company:
Company Website:
Address:
Industry:
What do we need to know about your organization? Issues and challenges facing your organization:
.
Industry:
Primary product or service sold:
How did you hear about Angela Heath:

THE EVENT

Type of Event (Sales Meeting, Annual Meeting, etc.):

Event purpose and objectives:

Dates of your entire event:

Begins:

Ends:

Exact schedule for Angela's presentation:

Time

Date

Location

Theme of Meeting:

What topic are you requesting:

Goals for the presentation:

What takes place immediately before and after Angela's presentation (another speaker, meal function, break, etc.)?

Before:

After:

Best time for Angela to do an A/V and room check (Mark needs 15-20 minutes when the meeting room is empty):

Proper attire for this event (black-tie, business, etc.):

Other professional speakers on this program: (Speaker, Topic, Date)

Would you like information about purchasing Angela's books as gifts for your attendees?

Other Important Information?

LOGISTICAL INFORMATION

Ground transportation arrangement:

Hotel Name:

Address:

Phone:

Meeting Room:

Confirmation number for Angela's hotel room reservation:

Meeting location if different from hotel:

Address:

Phone:

Meeting Room:

Will there be a video crew onsite? Yes ___ No ___

If so, what is the company name:

Audio and videotaping of Angela's presentation is not allowed without a separate written release. Would you like more information about taping rights? Yes ___ No ___

AUDIENCE

Number Attending:

Percentage of males/females:

Average age of group:

Job titles/descriptions:

Which group is Angela's primarily audience?

Would Angela be allowed to invite a colleague or guest to sit in the back of the room during his presentation only?

When returning this form, please attach any printed material that would be helpful to better understand your group and prepare for this event. This might include annual reports, newsletters