



HARDHAT PRESENTATIONS

Pre-Program Questionnaire

FAX BACK TO (714) 437-1125

3189-B Airway Avenue • Costa Mesa • CA • 92626 Ph# (714)437-1122 Fax# (714)437-1125 www.hardhatpresentations.com

EVENT: _____ LOCATION: _____

Event Begins: ___/___/___ Event Ends: ___/___/___ Total Attendees: # _____

ORGANIZATION: _____ Website: _____

CONTACT: _____ PH#: (_____) _____ FAX#: (_____) _____

Cell# (_____) _____ Email: _____

ADDRESS: _____ CITY _____ ST: _____ ZIP: _____

Accommodations: ___ Yes, we will arrange hotel reservations for George to check in ___/___ check out ___/___

Hotel: _____

Address: _____ City: _____ Zip: _____

Ph#: (_____) _____ Fax#: (_____) _____

___ No, hotel accommodations will not be made for George

Ground transportation will be taken care of by George or as follows: _____

Please Verify You Have Received The Following:

Comments:

AV/Room Setup Form?	Yes / No	_____
George's Introduction?	Yes / No	_____
George's Bio?	Yes / No	_____
Program Description	Yes / No	_____
George's Photo?	Yes / No	_____

Please Mail The Following Items:

- ✓ Meeting Event Brochure, Agenda, Program, Flyer, Booklet and/or Invitation
- ✓ Organizational Chart/Board of Directors List
- ✓ Magazine/Newsletter/Articles/Flyers -**Put us on your mailing list**
- ✓ Key Product Brochures/Advertisements/etc
- ✓ Organization New Membership Kit
- ✓ Informative Articles
- ___ Mission Statement/Vision/Values/Goals
- ___ Awards/Recognition's/Achievements
- ___ _____



George Hedley – HARDHAT PRESENTATIONS PROGRAM INFORMATION

Prgm #	DATE	PROGRAM	START TIME	END TIME	# OF ATTENDEES	HANDOUT MASTER DUE BY:	GEORGE TO BRING HANDOUTS:
#1							YES (#____) / NO
#2							YES (#____) / NO
#3							YES (#____) / NO
#4							YES (#____) / NO

What Program Mix do you want from George's presentation/programs?			What takes place immediately Before & After George's presentation: (speaker/topic/meal/break/etc...?)	
Program #	% "How-To" or "Nuts & Bolts"	% Motivational, Entertaining & Fun	Before	After
#1	_____ %	_____ %		
#2	_____ %	_____ %		
#3	_____ %	_____ %		
#4	_____ %	_____ %		

AUDIENCE:

_____ Average Age _____ % Male _____ % Female
 _____ % Business Owners _____ % Associates/Suppliers _____ % Spouses
 _____ % Sr Execs., V.P., Division Mgrs _____ % Sales/Mktg/Estimators _____ % Accounting/Admin.
 _____ % Managers/Project Managers _____ % Supt./Foreman _____ % Field or Shop Personnel
 _____ % Other: _____

Typical or specific job titles:

Any special guests or people at this meeting:

Meeting Theme or Purpose:



George Hedley – HARDHAT PRESENTATIONS PROGRAM CUSTOMIZATION INFORMATION

- 1. What are YOUR specific Objectives/Benefits/Results desired for my Presentations?**
- 2. What do you want the participants to Learn?**
- 3. What do you want the Participants to Feel, Do or Act On when they leave my programs?**
- 4. What are some common Problems, Challenges or Fears the attendees are experiencing?**
- 5. What are the Needs or Improvement Areas of your participants?**
- 6. Any Special Jargon or Terminology I should be aware of?**
- 7. Are there any issues or topics that should be Avoided?**
- 8. People in audience, Milestones or Events to recognize?**
- 9. Anything else that will help me make my program exactly what you want?**
- 10. Unique, funny or entertaining ideas, events, people, happenings or suggestions?**
- 11. Other Comments/Suggestions/Requests/Ideas:**