

**PROGRAM QUESTIONNAIRE**

***DEAR EVENT ORGANIZER: These questions are intended to help me prepare the best possible talk for your event. Please include any information you’d like me to know prior to the event. Thank you, Dr. Aaron Blight***

Your Group Name:

Your website or any links for the speaker to review:

Who will speaker meet at sound check (Also provide cell phone):

What happens before speaker speaks:

What happens after speaker speaks:

Estimated # number of people who will be attending speaker's session:   (            )

How did you hear about speaker?

What made you select speaker as your guest speaker?

What is the overall purpose of the meeting/conference?

Do you have an event theme?

Please describe your overall “take away” expectation of speaker's speech (what would you like the audience to walk away gaining, learning or feeling?

\*Please describe the vocation or responsibilities of those in the audience:

Are there any significant challenges or changes your group is facing right now?

Any other insights you would like to add that will help speaker prepare a great talk for your group?

Please list any social media outlets you use for this event so the speaker can help promote it on their end as well:
Website link for the conference -
LinkedIn -
Twitter -
Facebook -
Instagram -
Hashtags -