



In order for Jennifer to be fully prepared for your program, please take a moment to answer the following questions. The more details you give, the better I will be able to customize this program.

1. Name of your organization:

2. Time and date of presentation:

3. Length of presentation:

4. Composition of audience:
 - a. Gender %_____ Female %_____ Male
 - b. Age Range %_____ 18-29 %_____ 30-49 %_____ 50+
 - c. Education _____ High School _____ College Grad _____ Post Grad

5. Number expected to attend:

6. What is the theme of your meeting?

7. What is your organization's mission statement?

8. What are your objectives for this meeting?

9. What are the current concerns/problems/challenges facing your organization?

10. What sensitive areas should be avoided?

11. What are the unique features of your organization/industry?

12. What will be taking place immediately before/after our program?

13. Who has presented programs for your organization in the past, and what did the programs cover?

14. Who can be contacted in case of an emergency or problem immediately prior to the event?

15. What other key people will be in the audience?

16. What else should I know about your organization that would make this program more meaningful?

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