



Pre-Event Questionnaire

Company Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail _____
Web Address _____

Date of Event _____ Time _____ am/pm (circle)
Estimated number of attendees? _____ Budget _____
Topic of focus or theme? _____
Who will be attending? _____

Demographic makeup of group:
Age (s) _____ Gender (s) _____ Education level _____
Cultural Mix _____
Other _____

What do you wish for the attendees to take away from this event?

What issues should be avoided?

What is the mission/vision of your organization?

Add any other information that may be helpful to speaker.

Email form to media@kat-smith.com