

Robin Jay's Preprogram Questionnaire

In order to work most effectively with you for your upcoming meeting, please provide the following information. Robin's goal is to personalize her presentation to meet your unique needs. She wants the audience to feel that she is a part of your team or association. Please answer the following questions as fully as possible.

Organization: _____

Appearance Date: _____

Please return at least three weeks prior to the event to Robin by e-mail at: Robin@RobinJay.com

Or mail to: Robin Jay
2567 Windmill Pkwy., #116
Henderson, NV 89074

THANK YOU. You will help increase the value of the program to your audience.

1. What is the conference or meeting theme? _____

2. What are the specific goals for this meeting? _____

3. What are the specific objectives for Robin's presentation? _____

4. What is the time frame for Robin's presentation? Start _____ End _____

Will there be a break (____) prior to or (____) immediately following Robin's presentation?

Approximate time length of break _____

5. What takes place immediately before and after Robin's presentation?

Before _____ After _____

6. Audience demographics:

Number attending: _____ Percentage of men: _____ women: _____

Is there an average age for the audience? _____

Number of those attending who have been with the organization (approximate)

05 years _____ 5 to 10 years _____ 10 to 20 years _____ 20+ years _____

7. What is the meeting room setup?

Theater ___ Banquet ___ Classroom _____

Audio – Visual: Robin requests a wireless **Lavalier clip-on microphone** for any groups of 25 or more. **Power Point** requirements: **projector, screen, and power strip/extension cord.**

8. What is the name and title of the person who will introduce Robin?

NOTE: Please provide this individual with Robin’s introduction so that they can practice introducing her. A great introduction sets the stage for an outstanding presentation.

9. Please list the names and titles of the top three people in your organization who will be attending the meeting.

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

10. What are the major job responsibilities and positions of those in the audience?

11. How has business been the last twelve months? (if applicable)

Excellent _____ Good _____ Fair _____ Poor _____

12. What are the major challenges or problems facing your organization?

13. What are your major competitors? (Rank, if possible.)

14. Please share any other comments that you feel will enhance the presentation.

15. Robin likes to involve the audience by asking questions during the presentation and rewarding the person answering correctly with one of her products (a book or audio product.) This often evokes inquiries as to how her products can be obtained. Will there be an opportunity or location available *after* the program for products available for purchase? This opportunity will be handled tastefully and professionally.

“Thank you for your help. I look forward to this meeting with great enthusiasm.”

~ Robin Jay

Robin Jay - Robin@RobinJay.com - 702-896-1577