

Pre - Program Intake Survey

Sara Canaday

Career Growth and Leadership Expert

Thank you! I am excited about speaking for your organization and working with you to make your event a success. This intake survey is our first step in creating a targeted program that achieves the results you want. Please take a few moments to review this form and answer the questions. We will be in touch soon to discuss your responses and create a winning program!

Your EVENT:

1. Name (the official name you use) of organization:
2. Name of event (annual meeting, regional rally, industry conference, etc.):
3. Event date(s): Begins _____ Ends _____
4. Event location:
5. Event theme:
6. What is the purpose/goal of your event?

Sara's PRESENTATION:

1. Date that Sara is speaking:
2. Start time of presentation: _____ End time: _____
3. Room in which Sara is speaking:
4. Event function: General session keynote: _____ Concurrent session or breakout: _____
5. What happens immediately before Sara speaks?
6. What happens immediately after Sara speaks?
7. Sara's presentation topic:
8. Name of the person introducing Sara:
9. Best time for Sara to do AV check:
10. Are there any sensitive issues that should be avoided?

Your AUDIENCE:

1. Approximate attendance:
2. Percentage of males/females:
3. Average age of audience:
4. Who will be attending (i.e., executives, managers, employees, customers, clients, etc.)?
5. What are the top two challenges your audience is facing?
6. What are the top two opportunities your audience has?

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Your AUDIENCE:

7. What key take aways to you want your audience to get/learn from?
8. What term is used to refer to your customer (such as customer, patient, client, buyer, etc.)?

Lodging:

1. Will you be making lodging and ground transportation arrangements?
2. Name of hotel:
3. Address of hotel:
4. Telephone:
5. Confirmation # for Sara's reservation:
6. Date(s) of lodging:

Air TRAVEL:

Should Sara make her own airline reservations, please let us know:

1. Nearest airport:
2. Distance to hotel from airport:

Ground TRANSPORTATION:

1. Distance of nearest airport to hotel: _____ miles
2. Ground transportation upon arrival in host city (from airport to hotel):
Taxi Shuttle Service Arranged car or limo service
 - a. If hired car, name of transportation company:
 - b. Telephone contact in event of emergency:

Audio Visual Requirements for KEYNOTE PRESENTATIONS:

The following are required:

- One hand-held cordless microphone
- One wireless lavalier microphone
- One LCD projector and screen Projection settings (16x9 or 4x3)?
- What is the style of room set up: round tables, conference room, etc.?

What time can Sara access the meeting room for set-up and sound check?