

We need your **Vital Info**, to give you the best performance possible.

Client Name: _____

Contact's Business Phone: _____ Mobile: _____

Speaking Title: _____ Conference Title: _____

Attendee Information

Approximate Number Attending: _____

% Breakdown of Males: _____ Females: _____

% Breakdown of Ages, 20-30: _____ 30-40: _____ 40-50: _____ Over 50: _____

Level of Education: _____

Senior Level: _____ Middle Management: _____ Support Staff: _____

What is the specific purpose for this meeting?

What are your challenges?

List three to five things you want people to remember when Karen's presentation is completed:

What other speakers are presenting at this conference?

What speakers have you had present in the past?

What did your group like or dislike about speakers in the past?

Are there any issues that should be avoided?

Is there anything else Karen needs to know?