

PRE-PROGRAM QUESTIONNAIRE FOR PAUL R. DIMODICA

Booked Paul? Then please fill out this Pre-Program Questionnaire to help Paul custom fit his presentations to your needs.

The information you provide in this questionnaire helps Paul personalize his content and event message so it meets your needs as his sponsor. If there are any questions you can't answer, please let us know.

GENERAL INFORMATION

Date of Presentation: _____

Event Name: _____

Company/Association Name: _____

Address: _____

Phone: _____ Fax: _____

Web Site: _____

Contact: _____

Title: _____

Direct Phone: _____ Cell: _____

Email: _____

EVENT LOCATION

Facility Name: _____

Facility Address: _____

Nearest Airport to Event: _____

Would you prefer to:

Meet Paul at the airport Send Paul a car Have Paul take a cab

Where will Paul be staying for your event? _____

Facility Phone: _____

Presentation Room: _____

On-Site AV Contact: _____

On Site Contact: _____

Will you be using image magnification (IMAG)? Yes No

Phone: _____ Fax: _____

Email: _____

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EVENT PRESENTATION

Start Time: _____

Duration: _____

Total Minutes: _____

Is Paul's presentation to be video or audio taped?

Yes No

What happens immediately before and after Paul's presentation? _____

What is your dress code for this event?

Casual Business Casual Business Formal

AUDIO VISUAL SETUP

AV Company: _____

Phone: _____

Fax: _____

Email: _____

Scheduled AV Check Time (please allow 45 minutes): _____

PRESENTATION ROOM SET UP

Room seating to be used:

Classroom Theatre Round Tables Other

PAUL'S INTRODUCTIONS

Who will introduce Paul? _____

Title: _____

Email: _____

Phone: _____

Address: _____

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AUDIENCE INFORMATION

Audience Size: _____% of Female _____% of Male

Age Range: _____

Are spouses attending? Yes No

Titles of attendees: _____

President/CEO Information

Name: _____ Exact Title: _____

Email: _____

VP of Sales Information

Name: _____ Exact Title: _____

Email: _____

VP of Marketing Information

Name: _____ Exact Title: _____

Email: _____

Training Manager Information

Name: _____ Exact Title: _____

Email: _____

Type of event:

Event title or theme:

What does this event or theme mean to your attendees?

Goal or objectives of your event:

PRE-PROGRAM QUESTIONNAIRE FOR PAUL R. DIMODICA

Does the event have a slogan?

Yes No If yes, _____

Does your company have a slogan?

Yes No If yes, _____

Do you want your audience to receive handouts prior to the event?

Yes No

Do you want to set up a separate time after the keynote for a question/answer session?

Yes No

INDUSTRY INFORMATION

What are the 5 biggest business obstacles your audiences experience:

1. _____
2. _____
3. _____
4. _____
5. _____

Why do prospects buy your services?

Why you lose business?

How do you create value for your prospects and customers?

Who are your top 5 competitors and their website addresses?

1. _____
2. _____
3. _____
4. _____
5. _____

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What industry language or jargon should Paul know?

Can Paul talk to 5 scheduled attendees for your event before his presentation?

Yes No If yes, please complete the following information:

Name _____
Title _____
Company _____
Email _____
Telephone number _____

Name _____
Title _____
Company _____
Email _____
Telephone number _____

Name _____
Title _____
Company _____
Email _____
Telephone number _____

Name _____
Title _____
Company _____
Email _____
Telephone number _____

Name _____
Title _____
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Email _____
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PRE-PROGRAM QUESTIONNAIRE FOR PAUL R. DIMODICA

Can you send us your event and company/association brochures, key product or service brochures/annual reports/newsletters and event agenda (by email or street mail)?

Yes No If yes, please forward the information as soon as possible to:

Paul DiModica
DigitalHatch, Inc.
1029 Peachtree Pkwy N., Suite 357
Peachtree City, GA 30269
Tel. 770.632.7647
Fax. 770.632.7660
pdimodica@digitalhatch.com

What kind of communication mix do you want to be delivered to your attendees:

____ % Motivation _____ % Education _____ % Entertainment

Are there other speakers on your program?

Yes No If yes, please provide:

Speaker _____ Topic _____ Day _____ Time _____

Speaker _____ Topic _____ Day _____ Time _____

Speaker _____ Topic _____ Day _____ Time _____

What made you decide to hire Paul?

Video Referral Web site Live Presentation

Other _____

What event speakers have your used in the past?
