



Pre-Event Questionnaire

Please take the time to answer the following questions so Ted can be fully prepared for your event. The more details you give, the better he can tailor his program to your audience. Feel free to skip any questions that are not relevant.

Once completed, please email this questionnaire to: ted@realtedma.com

Presentation Details:

Please email us a copy of the agenda once it is finalized

Date and start time/end time for Ted's session(s):

Date and time for the sound check:

What will be happening immediately before his presentation?

What will be happening immediately after his presentation?

Who will be introducing Ted? What is his/her role in your organization?

Are there any Covid protocols that will be in place that we should be aware of?

Room Logistics:

Please attach a diagram of the room if possible

Seating: Rounds Classroom Theater Other

Stage size/dimensions: _____ x _____

Background colors behind the stage: _____

Will a downstage/confidence monitor be available? Yes No

If book signing is included in your contract, where will the table for Ted's book signing be set up?



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Audience Details:

Expected number of attendees for Ted's session: _____

Who will be participating (titles, backgrounds)?

Attire of attendees: _____

Gender mix:

- Male = %
- Female = %

Average age range: _____

Event Details:

Event theme: _____

Social media hashtags: _____

Will you have a professional photographer? Yes No

Will you have a professional videographer? Yes No

Who can be contacted in case of an emergency or problem immediately before the event? Please provide their cell #.

Goals and Outcomes:

What would make this presentation a home run for you?

What is one thing you want your attendees to think, feel, or do differently after Ted's presentation?

What is the biggest pain point for your attendees?



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If you were Ted, what would you want to know about your audience, event, or organization that he could not possibly know?

Are there any key people/VIPs in the audience Ted should be aware of?

Is there anything else Ted can do to support your event outside of the speech?

Is there anything else Ted should know about your organization to make this program more meaningful?

Event Debrief Call:

We would like to schedule a debrief call to hear your feedback a couple of weeks after your event. Please schedule a time on Ted's calendar [here](#).