



# 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](mailto:ted@realtedma.com)

## Presentation Details:

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

Date, start time, and end time for Ted's presentation(s):

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Date and time for the tech check (please provide 20-30 minutes with the AV team):

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What will be happening immediately before his presentation?

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What will be happening immediately after his presentation?

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Who will be introducing Ted? What is their role in your organization?

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## Room Logistics:

*\*Please attach a diagram of the room if possible\**

Seating:      Rounds      Classroom      Theater      Other

Will you have a downstage/confidence monitor?      Yes      No

Will you have a speaker timer/stage clock?      Yes      No

Background colors behind the stage: \_\_\_\_\_

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)?

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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 number.

## Goals and Outcomes:

What would make this presentation a success for you?

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

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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?

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

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Is there anything else Ted can do to support your event?

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

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## 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](#).