



Pre-Program Questionnaire

Thank you for taking the time to fill out this questionnaire. A few moments spent answering these simple questions will help make the presentation go as smoothly as possible. When complete, please fax this form to us at 505-212-0468. Thank you again!

Please print clearly

School: _____

School address: _____

City: _____ State/Province: _____ ZIP: _____

School phone (with area code): _____ School fax: _____

Contact person: _____

Contact phone: _____ After-hrs phone: _____

Presentation date: _____

Type of event (i.e. conference, workshop, etc.): _____

Theme of event: _____

Type of presentation (circle one): Keynote Seminar Workshop Endnote Consultation

Speaker you are interested in (circle one): Mike Smith Albert Gonzales Jim Fitzgerald

Dee Hartman Earl Reum Stu Shaffer

Elena Zongrone Other: _____

Anticipated audience size: _____

Goals for this presentation: _____

Pre-Program Questionnaire, continued

Describe age, experience, and expectations of your audience: _____

Presentation venue (circle one): Auditorium Gymnasium Ballroom Meeting Room

Other: _____

Speaker will be staying at (i.e. name of hotel): _____

Closest airport: _____

Ground transportation will be handled by: _____

If speaker is to rent a car or use a taxi, please provide detailed driving directions from airport:

For the purposes of flight scheduling, the speaker will begin his/her portion of the program at (time) _____ and will be able to leave by (time) _____. The event/hotel location is approximately _____ minutes from the airport.

Form completed by: _____ Title: _____

FAX COMPLETED FORM TO 505-212-0468

If you have arranged for other schools to use this speaker during his/her visit, please ask them to fill out a copy of this form as soon as possible. This form may also be found online at **www.differencemakers.com/qform.htm**. We ask that you please read our Tips for a Great Presentation, **found at www.differencemakers.com/resources/tips.html**. If you would prefer that we contact the additional schools directly, please call or email us with their contact information and we will be in touch with them directly. If you have any questions or concerns, please call 800-658-6082 between 9am and 6pm MST or e-mail bookings@differencemakers.com. Thank you!