

# FORREST TUFF

## Event Questionnaire

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These questions are designed to help my staff and I prepare a program specifically suited to the needs of your group. Please take a moment to answer all the questions fully and return the form to my office. We would also appreciate receiving any printed information on your group that may help us with background information (e.g., corporate reports, news items, in-house publications, products, services, employees, etc.). Thank you for your help!

Please return this questionnaire to: [forresttuff@onevisprod.com](mailto:forresttuff@onevisprod.com)

Presentation Title: Time Frame? Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Any breaks? Y N What is on the program just before I speak? \_\_\_\_\_

What happens on the program right after I speak?  
\_\_\_\_\_

Appropriate dress for presentation? \_\_\_\_\_

Conference title and theme? \_\_\_\_\_

Specific purpose of this meeting/session (e.g., awards banquet, annual meeting, etc.)?  
\_\_\_\_\_

Specific objectives for my presentation?  
\_\_\_\_\_

Sensitive issues that should be avoided?  
\_\_\_\_\_

Introducer's name?

Introducer's Phone Wk. \_\_\_\_\_ Hm. \_\_\_\_\_

Is there any publicity work I can help you with while I am at your event? Y N Radio \_\_\_ Television \_\_\_ Other \_\_\_ Type \_\_\_\_\_

Who are the other speakers on the program?

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

Speaker \_\_\_\_\_ Topic \_\_\_\_\_

What speakers have you used in the past that covered topics related to the material I will be presenting for you? \_\_\_\_\_

What did you like and/or dislike? Withhold their names if you like, but do comment on the material they used! \_\_\_\_\_  
\_\_\_\_\_

Please share any "local color" you may know of relating to the location where my program will be held.

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Please share any "industry color" related to your organization or industry.

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What comments or suggestions do you have that will help me make this presentation the best your audience has ever had? \_\_\_\_\_

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#### THE AUDIENCE

Total number attending? \_\_\_\_\_ Spouses attending? Y N

Percentage male/female \_\_\_\_\_ Average age? \_\_\_\_\_

Average annual income \_\_\_\_\_

Educational background \_\_\_\_\_

Major job responsibilities of audience \_\_\_\_\_

Will there be any "special guests?" Please explain. \_\_\_\_\_

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Why is your group attending this meeting (voluntary, mandatory, etc.)?

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How will they be notified? \_\_\_\_\_

What is their overall opinion regarding the subject of my presentation, (favorable, hostile, etc.)?

\_\_\_\_\_ Please provide the names and positions of three main "movers and shakers" in your organization that will be in the audience, who are well known and well liked. I may joke with them or call on them if the need arises. My staff or I may also want to contact them for more research information on your group (with your permission, of course).

Name \_\_\_\_\_ phone \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_

#### DETAILS ABOUT YOUR AUDIENCE

Problems? \_\_\_\_\_

Challenges? \_\_\_\_\_

Breakthroughs? \_\_\_\_\_

What separates your high-performance people from others? \_\_\_\_\_

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Are there any hearing or sight-impaired audience members? Y N

If yes, please provide names and contact information \_\_\_\_\_  
\_\_\_\_\_

**TELL ME ABOUT YOUR INDUSTRY/PROFESSION**

Problems? \_\_\_\_\_

Challenges? \_\_\_\_\_

Breakthroughs? \_\_\_\_\_

**TELL ME ABOUT YOUR ORGANIZATION**

Problems? \_\_\_\_\_

Challenges? \_\_\_\_\_

Breakthroughs? \_\_\_\_\_

Significant events? Mergers? Relocations? \_\_\_\_\_  
\_\_\_\_\_

**TRAVEL INFORMATION**

Location of presentation and venue name \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Location at the site ( room-name, etc.) \_\_\_\_\_

Airport to arrive at \_\_\_\_\_

How will I be transported from the airport to your site? Taxi? \_\_\_\_\_ Rental Car? \_\_\_\_\_ Driver? \_\_\_\_\_

Driver's Name \_\_\_\_\_ Phone \_\_\_\_\_

If an emergency occurs on the way to the site, who would be an alternate contact if you are unavailable?

Name \_\_\_\_\_

Business phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Thank you for taking the time to provide this information. I will use it to prepare an outstanding presentation for your group.

**Forrest Tuff**

P: (678) 754-2882 E: forresttuff@mail.com  
Visit me online @ [www.forresttuff.com](http://www.forresttuff.com)