

# Alan Holt International Pre-Program Questionnaire

This questionnaire is designed to help Alan fine tune his presentation to meet the needs of your organization / group. Please feel free to skip over any questions which would either be redundant or irrelevant due to the nature of your event. We want to do our part to make your upcoming event the best ever. Once completed, please scan and email to: [alanholtinternational@gmail.com](mailto:alanholtinternational@gmail.com) If you have any additional questions about this questionnaire, please call Alan Holt directly at (305) 316-3772. We look forward to serving you.

## ***General Company Information:***

Complete Official Company / Association Name:

---

Other name or acronym the company/group is referred by:

---

Mailing Address (Street, City, State, Zip):

---

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Company Slogan: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## ***Presentation / Program Specifics and Objectives:***

Conference/Program Theme: \_\_\_\_\_

Specific Presentation Title: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

For training sessions: What time would you prefer the breaks to occur:

---

What is on the program just before Alan speaks? \_\_\_\_\_

---

What happens on the program right after he speaks? \_\_\_\_\_

Specific purpose of this meeting (awards banquet, annual meeting, etc.) \_\_\_\_\_

Specific objectives for Alan's presentation? \_\_\_\_\_

What would make Alan's presentation really special for your group? \_\_\_\_\_

What needs to happen as a result of Alan's participation for you to achieve success?  
(Please be as specific as possible) \_\_\_\_\_

Are there any sensitive issues that should be avoided? \_\_\_\_\_

**Attendee / Audience**

Number Attending? \_\_\_\_\_ %male \_\_\_\_\_ %female \_\_\_\_\_

Will Spouses be attending? Yes / No Age Ranges of Participants: \_\_\_\_\_ to \_\_\_\_\_

Average Annual Income \_\_\_\_\_ Educational Levels: \_\_\_\_\_

Major Titles/Job Responsibilities of Audience: \_\_\_\_\_

Average length of employment / association with your company or group? \_\_\_\_\_

Circle one: Is attendance for this event voluntary or mandatory?

If mandatory, how receptive are the attendees to this program? \_\_\_\_\_

Will the attendees have to pay individually or is it a company/association sponsored event? \_\_\_\_\_

Dress code for attendees? \_\_\_\_\_ Usual dress: \_\_\_\_\_

Other relevant issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Background**

Who are the other speakers on the program?

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

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

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

What speakers have you used in the past that covered topics similar to what Alan will be presenting for you? How long ago did you use them?

Speaker \_\_\_\_\_

Speaker \_\_\_\_\_

Speaker \_\_\_\_\_

What did you like and/or dislike? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name the key executives that will be in Alan's audience. With your permission, Alan would like to contact them for more research information on your group.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Details about your Audience**

Recent Achievements?  
\_\_\_\_\_

Problems / Challenges?

---

Opportunity / Breakthrough Desired?

---

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

---

***Details about your Organization***

Recent Achievements? \_\_\_\_\_

Problems / Challenges? \_\_\_\_\_

Opportunity / Breakthroughs?

---

Significant Events? Mergers? Relocations? Awards, etc? \_\_\_\_\_

---

***Details About Your Industry***

Recent Advancements? \_\_\_\_\_

Problems/Challenges? \_\_\_\_\_

Opportunity / Breakthroughs?

---

**Logistics**

What is the name of the person that will introduce Alan? \_\_\_\_\_

Title \_\_\_\_\_

\* Note: An introduction will be provided upon request.

Is there any publicity work Alan can do for you while he is at your event? Please let us know in advance so we can coordinate the travel schedule.

Will the event be audio taped? **Y/N** Will the event be video taped? **Y/N** (Remember, we will need to give permission to do record the event)

If you wish, Alan can make his educational material available to your audience to enhance the learning process and experience. This can be done one of two ways.

- A. \_\_\_\_\_ Group purchase in advance for each attendee at our wholesale price.
- B. \_\_\_\_\_ Materials can be made available for purchase in the rear of the room after the event.

If you checked option B, please make sure that:

1. Nothing will be on the program following Alan's presentation for at least 20 minutes.
2. A table will be made available for materials by the exit door or just outside the room.
3. Someone from your organization will be available to assist with sales. We will provide them with all of the necessary materials to assist us.

***Travel Information***

Best airport to arrive at? \_\_\_\_\_

Recommended / Event Hotel? \_\_\_\_\_

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

Website: \_\_\_\_\_ Email: \_\_\_\_\_

How will Alan be transported from the airport to the hotel? \_\_\_\_\_

If picked up, company/contact name \_\_\_\_\_

Venue Name (if different from hotel) \_\_\_\_\_

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

Location at the site, room name etc.? \_\_\_\_\_

Emergency Contact(s): (list more than one if necessary)

Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*We appreciate the opportunity to serve you.*

# ***Alan Holt International***

***405 S Federal Highway \* Dania Beach, FL 33004***

***\* [www.alanholtinternational.com](http://www.alanholtinternational.com) \* 305-316-3772 \* [alanholtinternational@gmail.com](mailto:alanholtinternational@gmail.com)***