Neil Pasricha – Pre-Event Questionnaire

**Thank you for booking Neil Pasricha to speak at your event.**

To help ensure the success of your event please spend 10-20 minutes filling out the following form. Once completed, please “Save As…” and return to **jennifer@speakersoffice.com**.

Please also share a full agenda of event and any other information you feel may be helpful (e.g., Company Values, Exec Bios, Attendee List, major News report, etc.)

Note: If there are any changes in agenda or subject matter, please advise as soon as possible.

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| **Your Name:**  |
|  |
| **Your Email:** |
|  |
| **Your Phone #:**  |
|  |
| **Name / Email to send Neil’s presentation (if different than above):**  |
|  |
| **Name of Organization:**  |
|  |
| **Company Website:**  |
|  |
| **Event Website:**  |
|  |
| **PART 1: THE AUDIENCE** |
| **Number of Attendees:**  |
|  |
| **Sample job titles / job descriptions of attendees:** |
|  |
| **Names/titles of your top people who will be attending:**  |
| **Any additional audience demographic / geographic / psychographic info:****What might help Neil build credibility and trust with this audience? What could hurt credibility or trust? (Based on past speakers you’ve seen, etc.)** **PART 2: THE ROOM** **Room setup / style of seating: (describe or paste image)****# of screens / screen setup (i.e., 2 screens on PPT, 2 screens on iMAG, etc.)****Any other info about room or room setup Neil should know:** |
| **PART 3: THE PROGRAM** |
| **What is the theme / slogan of this event (if any)?** |
|  |
| **What is the purpose of this event?** |
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| **What are your top objectives for Neil’s session?** |
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| **Any issues/topics you would like Neil to discuss or avoid?** |
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| **Which external speakers spoke at this event previous? (Please list names, year, topic)** |
|  |
| **What takes place just BEFORE Neil’s program? (E.g., speaker [who? topic?], break?, breakfast?, etc.)** |
|  |
| **What takes place right AFTER Neil’s program? (E.g., speaker [who? topic?], break?, awards show?, etc.)** |
|  |
| **Will you be ordering Neil Pasricha’s books for attendees? (FYI:** [www.neilpasricha.bulkbooks.com](http://www.neilpasricha.bulkbooks.com) **has our pre-negotiated best book prices)** |
|  |
| **If yes to books, would you like Neil to stay after the event for a 30-60 minute book signing or would you like him to autograph bookplates (branded stickers) and mail to you in advance? (No charge for either)** |
|  |
| **What must this program accomplish in order for you to feel it was a success? (What will success look like?)** |
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| **Do you have any other suggestions to help us make this program more successful and effective?** |
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| **PART 3: THE ORGANIZATION** |
| **Describe your corporate culture. What makes you special/unique/distinct?** |
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| **What are the 1-2 most pressing challenges / opportunities experienced in your people / organization?** |
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| **What are the 1-2 most pressing challenges / opportunities in your general industry?** |

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| **PART 4: THE LOGISTICS**  |
| **Date of Engagement(s)** |
|  |
| **Type of Engagement (E.g. “45 min keynote”, “60 min CEO fireside chat”, “30 min keynote + 15 Q&A”,etc)** |
|  |
| **Time Zone:** |
|  |
| **A/V Check-In / (Virtual Speech login time) (include AM or PM)** |
|  |
| **Start Time (include AM or PM)** |
|  |
| **End Time (include AM or PM)** |
|  |
| **Location (for In-Person) with venue details if available** |
|  |
| **A/V Company and Contact Name** |
|  |
| **If Virtual: Name of Platform + Link for Speaker + Login Instructions** |
|  |
| **Event Dress Code** |
|  |

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*Thank you for taking the time to complete this form.*

*Neil will use it to prepare*