**Carey Lohrenz Pre-Flight Questionnaire**

Conference call info

**Onsite Contact Name**

**Title**

**Mobile Number**

**Organization Website**

**EVENT**

**Name**

Time of Presentation (not set)

Length of Presentation

**Venue**

**Address**

**Phone**

**Closest Major Airport**

**AV/Sound Check Time**  (not set)

Audio/Visual Contact

Name

Phone

Email

Who will be introducing Carey?

Will you be audio/video recording Carey’s presentation?

If yes, how will you use the recordings?

Are there special functions Carey is required to attend?

Dress Code

Who are the other presenters at the event?

What is the focus of their presentation(s)?

Will there be media coverage for this event?

Is there any publicity/outreach Carey can help with at event?

**AUDIENCE INFORMATION**

Number of attendees

Demographics

Percentage male/female

Average Age

What challenges does your audience face?

Major job responsibilities, do they have employees, etc.

Recent significant events, such as mergers or relocations:

What separates your high-end performance people from others?

Will there be any special guests? Please explain.

How should Carey refer to your group?

Do you have any current initiatives that you would like for Carey to reinforce to the group?

Are there any specific issues or challenges facing your group you would like Carey to address?

Is there anything else you feel is important for Carey to know about your group?

**What is the most important objective of the function?**

**What are your top three desired take-aways for your attendees?**

How do you want people to feel after hearing Carey?

What is the mission/philosophy statement for your organization?

Please list some of your company/industry terms

Are there any sensitive issues to be avoided?

Do you have any comments/suggestions not mentioned on this form?