

# CHARLES FLEISHER THE OPPORTUNITIES GUY

## PRE-PROGRAM QUESTIONNAIRE

Charles Fleisher is looking forward to sharing his programs in order to help you create a successful meeting. His presentation and educational materials will provide you with impact and long term take home value for your attendees. This questionnaire is designed to help us prepare a customized presentation. Please answer all applicable questions and return to:

Charles Fleisher ([chazfly@aol.com](mailto:chazfly@aol.com)), fax #732-414-2496 or mail to 621 Shrewsbury Ave., Shrewsbury, NJ07702. With the items checked in #19.

ORGANIZATION:

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Day & Date of Presentation:

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1.

What are your specific objectives/results desired for my session?

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2.

What is the specific purpose and theme of this meeting (annual meeting, awards, etc.)

3.

What is the mission/philosophy statement for your company/organization?

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3a.

Are you announcing any new products, services or other changes at this meeting?

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4.

What are some current problems/challenges/breakthroughs experienced by your organization or industry?

Type to enter text

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5.

What are the top challenges faced by people who will be in the audience?

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5a.

What do you think they have to do to overcome these things?

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6.

Has the audience's business, industry or job changed in the last 5 years? If so, how?

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7.

Special jargon/terminology to use?

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Issues/terms to avoid?

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8.

An executive, manager and/or employee I might contact to get additional perspective:

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone  
# \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone  
# \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone  
# \_\_\_\_\_

9.

Number of people attending \_\_\_\_\_

10.

Previous speakers used:

Name \_\_\_\_\_ Topic  
\_\_\_\_\_  
Name \_\_\_\_\_ Topic  
\_\_\_\_\_

11.

What takes place immediately before/after my program (speaker, meal break, etc.

If another speaker, please indicate topic)

Before:

\_\_\_\_\_  
After:  
\_\_\_\_\_

12.

Meeting Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

My program: Begin: \_\_\_\_\_ End: \_\_\_\_\_

13.

Name/title of my introducer:

\_\_\_\_\_  
Name and title of senior executives:  
Name \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_

14.

Meeting location:

Address: \_\_\_\_\_ City: \_\_\_\_\_

Hotel/Address Tel. No: \_\_\_\_\_

\_\_\_\_\_

Closest Airport (# miles from site):

\_\_\_\_\_

15.

Top people to recognize in audience:

Name \_\_\_\_\_ Title \_\_\_\_\_ Reason

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Reason

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Reason

\_\_\_\_\_

16.

How do I get from airport to site? Limo Co. Name:

Other: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\_\_\_\_\_

17.

When, where, who and how should Mitchell contact upon arriving at hotel?

\_\_\_\_\_

\_\_\_\_\_

18.

Emergency Contact? Name:

Bus# \_\_\_\_\_ Home # \_\_\_\_\_

\_\_\_\_\_

cell# \_\_\_\_\_

19.

Please send me the following information (if available):

\_\_\_\_ annual report

\_\_\_ company newsletter/paper/flyer

\_\_\_ key product brochures

\_\_\_ meeting agenda/invitation

\_\_\_ special promotions/campaigns

NOTES: What can you add which might help us do an even better job?

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