

WE NEED YOUR HELP!

This questionnaire is designed to help J.C. fine tune his presentation to meet the needs of your group. 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, fax to **The J.C. Experience.**: 410-290-1060

If you have any additional questions, please call (410)-707-1258.

General Company Information:

Complete Official Company/Association Name:

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

Mailing Address:

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Company

Slogan: _____

Presentation/Program Specifics and Objectives:

Conference/Program

Theme: _____

Specific Presentation

Title: _____

Date: _____ Start Time: _____ End Time: _____

For training sessions: When do you prefer the breaks to occur:

What is on the program just before J.C.

speaks? _____

What happens on the program right after he

speaks? _____

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

Specific objectives for J.C.'s presentation?

What would make J.C.'s presentation really .special. for your group?

What needs to happen as a result of J.C.'s participation for you to achieve success?

(Please be as specific as possible)

Sensitive issues that should be avoided?

Attendee/Audience

Number attending? _____ %male _____
%female _____
Spouses attending? Y N Age range _____
Average annual income _____ Income
range _____
Educational
Background: _____
Major job responsibilities of
audience: _____

Average length of employment/association with company or
group? _____
Circle one: Are attendees there voluntarily or is it 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 related to what
J.C. will be presenting for you?
Speaker _____
Speaker _____
Speaker _____
What did you like and/or dislike?
Name the key executives that will be in J.C.'s audience. With your permission,
J.C. will like to contact them for more research information on your group.
Name: _____
Phone: _____
Name: _____

Phone: _____

Name: _____

Phone: _____

Details about your Audience

Recent

Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

What separates your high-performance people from others?

Details about your Organization

Recent

Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

Significant Events? Mergers? Relocations?

Awards? _____

Details About Your Industry

Recent

Achievements? _____

Problems/Challenges? _____

Breakthroughs? _____

Logistics

Introducer.s Name? _____

Title _____

* Note: An introduction will be provided upon request. J.C.'s standard introduction is provided at our website www.thejcxperience.com under the meeting planner section. Is there any publicity work J.C. can do for you while he is at your event? Please let us know in advance so we can arrange travel.

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 so)

If you wish, J.C. can make his educational material available to your audience, so

that they may continue the learning process. This can be done one of two ways.

A. _____ Group purchase in advance for each attendee, at wholesale price.

B. _____ Materials made available at the back of the room after the event.

If you checked option B, please make sure that:

1. Nothing will be on the program following J.C.'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 all necessary materials.

Travel Information

Best airport to arrive at? _____

Recommended/Event Hotel? _____

Address: _____

Phone: _____

How will J.C. 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, etc.? _____

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

Business Phone: _____

Home Phone _____ Cell Phone: _____

Thank you again for this opportunity to serve you.