

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 **AMD L Enterprises, LLC:** 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)

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.