

The Audience:

1. Number in the audience? Are spouses invited?
2. Age range? Female %? Male %?
3. Please list the names and contact information for 5 key people in your group who will be at the program. Dr. Thea will want to contact them to discover more information about your group.
Name: E-mail: Phone:
Name: E-mail: Phone:
Name: E-mail: Phone:
Name: E-mail: Phone:
Name: E-mail: Phone:
4. General description of the audience:
5. What other information should Dr. Thea know about the audience:

The Organization:

1. What is your organization most proud of?
2. What are some of the challenges your organization and people face on a regular basis?
3. Do you have key phrases you often use?
4. What are your biggest current and future opportunities?
5. Who are your past and current organizational "heroes" (leaders admired, studied, or referenced)?
6. What is unique about your group?
7. Using only 3 adjectives, please describe the kind of presenter who has been a big hit with this group:
Adjective 1: Adjective 2: Adjective 3:
8. How will you know if Dr. Thea was a hit?
9. How did you hear about Dr. Thea?

The Logistics:

1. Meeting location, address, phone, & fax:
2. Name of meeting room:
3. Dr. Thea's hotel location, address, phone, & fax:
4. Closest airport:
5. Distance from airport in miles: and minutes:
6. How should Dr. Thea travel to the hotel? (take cab, rent car, schedule driver, etc.)
7. Would you like Dr. Thea to notify someone after she arrives at the hotel. Whom should she notify - name and cell?
8. Contact at meeting site:
Name: Title: Cell: On-site arrival date:
9. Are there any pre-meeting engagements (i.e. reception, breakfast)? If so, where and when are they scheduled?

The Website:

Please feel free to create links from your website to Dr. Thea's if you'd like to introduce your group to her prior to her presentation: <http://drthea.com>

You may copy and paste this questionnaire into your word processing program, or you can select from the following two formats: Pre-Program Questionnaire in Adobe Acrobat Reader .pdf format or Microsoft Word.doc format. Please send it to: thea@drthea.com, fax to 888.838.4323, or mail to dr. thea, llc., 7001 St. Andrews Road, #134, Columbia, SC 29212. If you have any questions, call 803.767.4365.