

Nick Ugoalah PRE-PROGRAM QUESTIONNAIRE

EVENT TITLE: _____
ORGANIZATION: _____
EVENT DATE: _____
EVENT TIME: _____
ATTIRE: _____

THE PROGRAM

1. What is the conference/meeting theme? _____

2. What is the specific purpose of this meeting? (Annual event, Awards Banquet, etc. and which year?) _____

3. What are your specific objectives for this event?

- A. _____
B. _____
C. _____

4. What takes place immediately before and after Nicks' presentation (lunch, another speaker, etc.)?

Before _____ After _____
Who will introduce Nick? _____ Title _____

5. Time of presentation. Start: _____ End: _____
Length of Q&A (if any) _____ (included in above times).

6. Are you planning to audio and/or video tape the presentation?

Audio? _____ Video? _____

What will the tapes be used for? _____

Please remember, you must received written permission from us to do so.

Are you requesting permission now or have you already done so? _____

7. Which speakers have you used in the past for a similar event? _____

8. With your permission, we would like two contact persons Nick can personally speak to for more information.

Name _____ Phone (W) _____
Title _____ Phone (H) _____
Phone (Cell) _____

Name _____ Phone (W) _____
Title _____ Phone (H) _____
Phone (Cell) _____

9. Is the event _____ private or _____ open to the public?

AUDIENCE INFORMATION

1. Number of attendees? _____ Are spouses invited? _____
Percentage male/female? _____ Average age _____
Ethnic make-up? _____

2. Who will be attending this event (executives, managers, employees, clients, community, etc.) _____

3. What are the names and titles of your top executives who will be at the meeting?

- a. _____
- b. _____
- c. _____

4. Is there anything Nick should know about the audience before addressing them? _____

GENERAL BACKGROUND INFORMATION

1. What is the purpose/mission of your organization? _____

2. Is there a shared concern by the audience and, if so, what is it? _____

3. What is the greatest challenge they are currently facing? _____

4. What are the most significant events that have occurred in your industry, organization or group during the past year? _____

ADDITIONAL INFORMATION

1. Contact person at the event? _____
Phone: (W) _____ (C) _____ (H) _____

2. If there is an emergency during traveling, who should be contacted?
Name: _____
Phone: (W) _____ (C) _____ (H) _____
Emergency Back-up: _____

3. Event location: _____

Phone: _____
Fax: _____
Event room: _____
Distance from hotel: _____
Distance from airport: _____

4. Audio/visual requirements confirmed:

Nick requires a hand-held cordless microphone or a lavalier. Have these arrangements been made? _____

5. Hotel where Nick will be staying (if different from above). Room should be charged to the master account for room and tax.

Phone: _____
Fax: _____
Distance from airport: _____
Confirmation # _____

Person picking up and returning Nick to airport (if required):
Company: _____

Name: _____
Phone: _____ Cell: _____
Will driver meet Nick at the Baggage Claim? _____ Or Curbside? _____
Driver needs to have a sign that says "Ugoalah."

PRODUCT

Nick has product he would like to make available for your audience after his presentation. Nick will be happy to autograph and personalize the product. May he be permitted to sell products? Yes _____ No _____

If yes, we can arrange this in two ways. Which do you prefer?

- _____ A. Group purchase in advance for each attendee at discount price.
- _____ B. Materials made available outside meeting room after presentation.

If A, an invoice would be sent to you. Only additional charges would be shipping.

If B, please make sure that:

- ◆ Nothing will be happening after presentation for at least 15 minutes
- ◆ A table and chairs will be made available outside the meeting room
- ◆ Someone from your group will be available to assist speaker

Location to ship product, if applicable:

ATTN: _____

Phone: _____ (C) _____

Fax: _____

THANK YOU!!!!

Please return to: Nick Ugoalah
P.O BOX 29 035
1950 West Broadway, Vancouver, BC V6J 5C2
or
Fax 604-871-1043

For our files: Your email address _____

Your website address _____