

Randy Pennington

Pre-Presentation

Questionnaire

This questionnaire is designed to help us prepare and deliver a program specifically suited to the needs of your group. Please take a moment to fully answer all of the questions and return the form to our office. Thank you.

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Your Name: _____

Your Title: _____

Organization: _____

Address: _____

Telephone: _____ Fax: _____

E-mail address: _____

Presentation Date and Location: _____

Presentation title: _____

Presentation time & length: _____

SPECIAL REQUEST

Please send any available printed material on your organization, products/services, employees, etc. so we may learn as much as possible about your products and services.

1. What are your specific objectives for this session? What would you like participants to know, feel, or be able to do differently upon leaving this session?

(1)

(2)

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(3)

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2. What are the specific issues/topics that you would like to see addressed during the session?

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3. Why is this issue/topic important to your organization?

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4. What are the most significant changes that have occurred in your marketplace/business within the past 3 years? What has been the impact of these changes?

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5. What are the three most significant events that have occurred within your industry or group during the past year?

(1) _____

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(2) _____

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(3) _____

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6. What are the top three challenges or problems that members of your organization face?

(1) _____

—

(2) _____

—

(3) _____

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7. What are the three most important things we should know about your group before addressing them?

(1) _____

(2) _____

(3) _____

8. What important trends do you see occurring in your industry within the next few years?

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9. What is your organization/industry doing to prepare for these anticipated events?

10. Please provide the following information on your audience.

Age ranges _____ Annual personal income ranges _____

Educational background _____

Title(s) _____

Percent male _____ female _____

Average tenure with organization/industry _____

How many people will attend the session? _____

11. What professional presenters have you used in the past and what did they discuss?

12. Please list the names and titles of two people in the organization who are well-known and well-liked within the group, who will be present at the program, and who we can "pick on" (in fun), if the appropriate situation arises.

(1) Name _____ Title _____

(2) Name _____ Title _____

13. Specifically, what are you trying to accomplish at this meeting?

14. Are there any issues/topics that you think we should avoid during the program?

15. Please provide the names and titles of some of the key individuals in your organization?

| Name | Title |
|-------|-------|
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16. We have discovered that learning materials are valuable tools to ensure the success of any program. Books, tapes, and other learning materials are help guarantee the long term success of your program. Please check the response that best meets your needs.

- I would like to discuss the inclusion of learning materials for our session now.
- I would like to discuss the inclusion now, but make it available only on an individual or co-op purchase basis by the participants at the program.
- I would like to pursue the utilization of materials following the program.
- I am interested in discussing the potential for audio/video recording.
- I do not care to make learning materials available.

17. Please share any special or unusual information about your industry or organization (i.e., special awards, recognition, etc.).

Thank You!