

Event Preparation Short Survey

Fill in the spaces below.

- 1) **NAME OF EVENT:** _____
- 2) **DATE OF THE EVENT:** _____ **TIME:** _____
- 3) **WHAT IS THE EVENT (RECEPTION, LUNCH, DINNER)?** _____
- 4) **WHO IS THE HOST OF THE EVENT?** _____
- 5) **WHAT IS THE PURPOSE OF THE EVENT?** _____
- 6) **IS THERE A RECEPTION BEFORE/AFTER THE EVENT?** _____
- 7) **WILL ALCOHOL BE SERVED?** _____
- 8) **HOW MANY PEOPLE ARE EXPECTED?** _____
- 9) **WHERE WILL THE EVENT TAKE PLACE?** _____
- 10) **WHICH ROOM WILL IT BE HELD IN?** _____
- 11) **HOW MANY PRESENTERS WILL THERE BE?** _____
- 12) **HOW MUCH TIME HAS BEEN SET ASIDE FOR EACH PRESENTER?** _____
- 13) **WILL THERE BE SOMEONE PRESENTING THE SPEAKER?** _____ **WHO?** _____
- 14) **WHO IS THE AUDIENCE (AS A GROUP)?** _____
- 15) **CAN YOU NAME A FEW OF THE PARTICIPANTS AND THEIR OCCUPATION?** _____
- 16) **CONTACT PERSON RESPONSIBLE FOR ORGANIZING THE DETAILS:** _____
- 17) **NAME:** _____ **TEL #:** _____
- 18) **WILL A PROJECTOR BE AVAILABLE FOR A COMPUTER HOOKUP?** _____
- 19) **IS THERE A PODIUM?** _____ **HEIGHT?** _____ **LECTERN?** _____
- 20) **WILL A LAPEL FM MICROPHONE BE AVAILABLE?** _____

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