

AARON DAVIS

Aaron Davis Presentations: Not just 'another talk' ...
it's an *experience*

Pre-Program Questionnaire

This questionnaire will enable Aaron to tailor his presentation in order to meet your group's needs and objectives. After completing this form please return to Aaron's office along with the "Letter of Agreement" so that he may be prepared to give your group an experience they won't soon forget! Feel free to use the back of this form or enclose any additional information that may be pertinent to your presentation.

Group Details

Organization Name: _____ Phone: _____ Email: _____
Program Date(s): _____
Type of Event: _____
Primary Contact: _____
How did you hear about Aaron? _____

Event Details

Event Name: _____ Event Theme: _____
Date of Event: _____ Number of Attendees: _____
Who Will Attend: _____
Start Time of Event: _____ am pm _____ Finish: _____ am pm
Purpose of Event: _____
What happens before Aaron speaks: _____
After Aaron speaks: _____
What information may be helpful for Aaron to know when preparing his presentation?

Dress code for this event: _____

Desired length of presentation: _____ hours _____ minutes

If Aaron is presenting more than one program, please complete an additional "Event Details" section for each speaking engagement (see page 2)

Travel Details

If flying, two best airport options: _____
Distance from airport to your event location: _____
Hotel name and confirmation number: _____
Emergency phone number(s): _____

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Purpose of Event: _____
What happens before Aaron speaks: _____
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What information may be helpful for Aaron to know when preparing his presentation? _____

Dress code for this event: _____
Desired length of presentation: _____ hours _____ minutes

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Purpose of Event: _____
What happens before Aaron speaks: _____
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What information may be helpful for Aaron to know when preparing his presentation? _____

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Desired length of presentation: _____ hours _____ minutes