

Pre-Program Questionnaire for Booking Bob Scheinfeld

Success Breakthroughs, 977 Seminole Trail, #288, Charlottesville, VA 22901

Phone: (703) 637-1315 Fax: (703) 637-1316

www.bobscheinfeld.com



WE NEED YOUR HELP!

This questionnaire will enable Bob to fine-tune his presentation to the exact needs of your group.

Feel free to skip over any answers that duplicate answers to previous questions, or that might not relate to your program.

Your help will increase the value of this program to your audience!

Pre-Program Questionnaire

Your Name: _____ Phone: _____

Title: _____ Fax: _____

Company: _____ Web site: _____

Best time for Bob Scheinfeld or Representative to reach you:

YOUR PROGRAM

1. What is the meeting theme?
2. What is the specific purpose of this meeting?
3. What type of meeting is it? (annual meeting, awards ceremony, sales kick-off, etc.)
4. Who (if anyone) is on the program just before Bob and what is their presentation topic?
5. Who (if anyone) is on the program right after Bob and what is their presentation topic?
6. Which company executives and/or industry experts will be speaking at this meeting?

THE PRESENTATION

1. What is Mr. Scheinfeld's role in your program (opening or closing, keynote, breakout, etc.)?

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2. What are the exact times for Bob's presentation?

Start Time:

End Time:

* Please send a copy of the meeting program and agenda so we can see how his program fits in.

3. How will most of the audience be dressed?

4. How will the executives be dressed?

5. How should Bob be dressed? (Suit and tie; sport coat and open collar shirt; slacks and shirt; other)

6. Who will be introducing Bob to your group?

7. What is most important to you concerning the content of Bob's program?

(i.e. use of examples, exercises, handout, etc.)

8. What is most important to you in the working relationship with Bob?

9. What themes/threads (other than the primary topic of Bob's program) would you like to see woven into the program?

10. When your people leave the program, what three concepts/skills/ideas would you like them to have?

1.

2.

3.

THE AUDIENCE

1. Number in the audience:

Are spouses invited?

2. Male/Female Percentage: M

F

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3. Average age group? Range of age to

BACKGROUND

1. What separates your high-achievers from the others?
2. What are some of the challenges your organization and your people/members face on a day to day basis?
3. What areas of challenge pose the greatest opportunity for improvement?
4. What are the most significant events that have occurred, and that have affected, your industry, organization, or group during the past year? (i.e. mergers, downsizing, etc.)
5. What is the primary product or service that you offer?
6. What are the two most important benefits you offer to your customers?
 - A.
 - B.
7. What are 2 or 3 achievements of which your organization is most proud?

Name five key people in your group that will be at the program. With your permission, Bob may want to contact them to discover more information about your group.

Name / Telephone #

- 1.
- 2.
- 3.

LEARNING TOOLS

Most audiences want something to help them continue learning after the presentation. What do you prefer?

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- Visit our online store for a complete list of available titles (www.buildbiztips.com/catalog.html)
- Customized workbook
- Autographed book or tape albums

How do you wish to handle these?

- Purchase at quantity discount to distribute to participants at the event
- Offer learning materials to participants for purchase at the event.
- Let participants order the materials from Success Breakthroughs after the presentation.

VI. LOGISTICAL INFORMATION

1. Hotel Name & Address:

Phone:

Fax:

2. Hotel Confirmation Number:

3. Name of meeting room:

4. Into what airport should we schedule Bob's flight?

5. How far is the hotel from the airport?

6. How should Bob travel to the hotel? (Take cab, rent car, driver will pick up, etc.)?

7. Would you like Bob to notify someone after he arrives at the hotel? If so, whom shall he contact:

Phone:

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8. Contact at meeting site:

Name:

Title:

Phone:

On site arrival date:

9. Are there any pre-meeting engagements (i.e. breakfast or lunch)? If so, where and when are they scheduled: