

PRE-PROGRAM QUESTIONNAIRE

In order for Jane Eckert to be fully prepared for your program, and so she is able to customize an effective presentation for your group, please answer the following questions:

Name of organization: _____

Jane's Contact Person _____

Phone _____ Ext. _____ Fax _____ E Mail _____

Emergency Phone Numbers – Home _____ Cell _____

Date and Time of Presentation: _____

Hotel/Conference Center: _____

Address _____

Phone _____ Fax _____

Date you need to receive handout materials for copying?

Composition of audience:

Number expected to attend:

Eckert AgriMarketing
8054 Teasdale Avenue – St. Louis, MO. 63130
Phone: 314-862-6288 Fax: 314-721-0825
jane@eckertagrimarketing.com

What is your organization's mission statement?

What is the overall theme of your meeting?

What are the top two objectives for my presentation(s)?

What are a few key areas that are challenging for your group at this time?

What are sensitive areas that should be avoided?

What three specific things do you think I should know regarding the people attending?

What else should I know about your organization that would make this program more meaningful?

Do you have any others ideas that might help me make this a meaningful and worthwhile presentation for your audience?

NOTE: This form can also be sent electronically.

Eckert AgriMarketing
8054 Teasdale Avenue – St. Louis, MO. 63130
Phone: 314-862-6288 Fax: 314-721-0825
jane@eckertagrimarketing.com