**Pre-Program Questionnaire**

**(Bob Miglani Speaker)**

**2019**

*Hello,*

*Thank you for allowing me the opportunity to speak to your organization. I am thrilled to have this honor and will do my best to make it successful for you.*

*In order for me to develop a great talk for you, I would be grateful if you can provide me with some information that gives me a better sense of what you need.*

*Please comment on this form and send it back to me and we can begin the journey.*

*Best wishes!*

*Bob Miglani, Author of Embrace the Chaos (bob@embracethechaos.com)*

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Name of Your Organization:

Scheduled Date and Location:

Contact Name:

Contact Email Address:

Contact Phone Number:

Website Address:

Please return to: bob@embracethechaos.com. For more information, please see: [www.embracethechaos.com/speaking](http://www.embracethechaos.com/speaking).

The questions below will help Bob Miglani customize his presentation or workshop to best suit your needs. Please complete this form as best as you can and skip the questions that are not relevant to your organization.

Along with this form, kindly send any materials that might be relevant to familiarize Bob with your organization. Any links on the web or annual reports or past presentations that might be relevant would be greatly appreciated as Bob does his best to cater to your organization’s needs.

A teleconference will be set up after receiving this material so that Bob can discuss the exact content of the event.

1. What is your conference theme?
2. What is the specific purpose of this meeting?
3. What are your specific objectives for my presentation?
4. What do you want the participants to say after hearing me speak?
5. If you can wave a magic wand, what would you want the group to come away with after hearing me speak? What one action would you want them to take?
6. How many people will attend/participate?
7. What are the 3 things I should know about the audience/group? Who are they?
8. What are the issues your group is struggling with? (e.g. change in organization or not working well as teams, etc.)
9. Do you have any special suggestions to help me make this program your best ever?