

**Captain George Burk, USAF (Ret)**

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**Meeting Information**

**Pre-program questionnaire.**

ORGANIZATION:

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Day & date of Presentation:

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1. Your goals and expectations desired from my session?

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2. What is the purpose and theme of this meeting?

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3. What is the mission/vision philosophy of your organization?

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4. Number of people attending? \_\_\_\_\_

5. Rank, Positions, Decision makers?

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6. What are the major challenges faced by the people who will be in attendance?

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6a. What do you think they need to do to overcome these challenges? \_\_\_\_\_

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7. Why are they attending?

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8. What they know and need to know? \_\_\_\_\_

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9. Host(s) and audiences expectations from my presentation?

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10. Special jargon/terminology to use? \_\_\_\_\_

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11. Hot buttons to hit, avoid or both? \_\_\_\_\_

\_\_\_\_\_

12. An executive, manager or employee I may contact to gain additional perspective?

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

13. Meeting Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

My presentation: Begin \_\_\_\_\_ End \_\_\_\_\_

14. Name/title of my introducer : \_\_\_\_\_

15. Name and tile of senior executives:

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

16. Meeting Location:

Address: \_\_\_\_\_ City: \_\_\_\_\_

Hotel/Address Tel # \_\_\_\_\_

Closest airport (# miles from the site): \_\_\_\_\_

17. Directions from the airport to site? \_\_\_\_\_

Shuttle/Limo Co: \_\_\_\_\_

18. Top people to recognize in the audience:

Name \_\_\_\_\_ Title \_\_\_\_\_

Reason to recognize \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Reason to recognize \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Reason to recognize \_\_\_\_\_

19. When, where, who and how should George contact upon arrival?

\_\_\_\_\_

20. Emergency Contact? Name: \_\_\_\_\_

Bus # \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

21. Any additional information you can provide to help George do an even better job.

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