



# PRE-EVENT QUESTIONNAIRE

Thank you for your interest in hiring Steve Blue as your Keynote Speaker. In order for Steve to tailor his presentation to your audience and address specific challenges, please complete the following questionnaire.

Organization / Client \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### EVENT DETAILS

Date \_\_\_\_\_  
Type / Theme \_\_\_\_\_  
Keynote Topic \_\_\_\_\_  
Time \_\_\_\_\_  
Location / Venue \_\_\_\_\_  
Nearest Airport \_\_\_\_\_

Steve's Presentation Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Attire  Business Casual  Business  Formal  Other \_\_\_\_\_

Activity Before And After Steve's Presentation \_\_\_\_\_

Who Will Introduce Steve Name \_\_\_\_\_ Title \_\_\_\_\_

Key Objectives For Steve's Presentation \_\_\_\_\_

Key Messages For Steve To Reinforce / Target \_\_\_\_\_

Sensitive Issues To Avoid \_\_\_\_\_

Other speakers During This Event?  Yes  No

Name(s) And Topic(s) of Their Presentation \_\_\_\_\_

### AUDIENCE

# Of Attendees \_\_\_\_\_ % Female \_\_\_\_\_ % Male \_\_\_\_\_

General Audience Description \_\_\_\_\_

Other Helpful Information For Steve \_\_\_\_\_

### YOUR ORGANIZATION

Mission Statement \_\_\_\_\_

Is Most Proud Of \_\_\_\_\_

The 'State Of Your Industry' Is \_\_\_\_\_

Biggest Challenges \_\_\_\_\_

### HOW DID YOU HEAR ABOUT STEVE

- Speakers Bureau  Website  Referral By Who \_\_\_\_\_
- Read Steve's Book(s)  Heard Steve Speak  Vimeo  Social Media  Other \_\_\_\_\_

### WHAT INSPIRED YOU TO HIRE STEVE FOR YOUR EVENT

- Demonstrated Expertise  Vimeo Preview  Bureau Recommendation
- Book Written By Steve  Heard Steve Speak  Hired Steve Previously  Other \_\_\_\_\_

*Please return your completed Questionnaire to Steve by:  
email [steve@steveblueceo.com](mailto:steve@steveblueceo.com) fax 507.858.4568 or mail to the address below.*

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