

RAINMAKER THINKING®

Presentation Preparation Questionnaire

Thank you for engaging RainmakerThinking and Bruce Tulgan. Your answers to the following questions will help us facilitate Bruce's travel and logistical needs for his presentation. Please provide as much information as possible. If you have any questions please contact Sara Russell by phone at 203-772-2002 x108 or email her at sarar@rainmakerthinking.com. Thank you.

Tab through the fields to enter your information.
Save the form and email to sarar@rainmakerthinking.com

CONTACT INFORMATION

First Name: Last Name: Salutation:

Title:

Company:

Address:

City: State: Zip:

Phone: Fax:

Email:

THE PROGRAM

What kind of meeting is it? What is your program theme?

If there is an agenda or itinerary for this event or conference, please send by email attachment to sarar@rainmakerthinking.com.

Who is responsible for calling this meeting?

Company:

First Name:

Last Name:

Salutation:

Title:

Phone:

Extension:

Fax:

Address:

City:

State:

Zip:

E-mail:

Who in your organization recommended Bruce as a speaker?

Company:

First Name:

Last Name:

Salutation:

Title:

Phone:

Extension:

Fax:

Address:

City:

State:

Zip:

E-mail:

If any, at what event has this individual been exposed to Bruce's presentations in the past?

Has Bruce met this individual?

Who will introduce Bruce before his presentation?

Company:

First Name:

Last Name:

Salutation:

Title:

Phone:

Extension:

Fax:

Address:

City:

State:

Zip:

E-mail:

What are the exact dates, starting times, and ending times of Bruce's presentation(s)?

Will you be video recording Bruce's presentation? Yes No

A video recording use license is available under separate agreement for an additional fee.

Will you be purchasing any of Bruce's books for participants? Yes No

Books are available from all online book sellers or contact bennettg@rainmakerthinking for direct pricing.

Do you wish Rainmaker Thinking to conduct an advance survey of participants? Yes No

For office use only

HO? Yes No Which?

WB? Yes No Which?

Books?	Titles	FP	FD
	<i>Bridging the Soft Skills Gap</i>		
	<i>The 27 Challenges Managers Face</i>		
	<i>It's Okay to Manage Your Boss</i>		
	<i>Not Everyone Gets A Trophy</i>		
	<i>It's Okay to Be the Boss</i>		
	<i>FAST Feedback</i>		
	<i>H.O.T. Management</i>		

ATTENDEE INFORMATION

Approximate number of participants:

Approximate gender mix M/F: / %

Estimated age ranges of attendees:

% Older than 67: %

% Older than 48 up to 67: %

% Older than 36 up to 48: %

% Older than 23 up to 36: %

% 23 and younger: %

Approximate % of participants who have already seen Bruce: %

Estimated highest education level of attendees:

% Graduate school: %

% College: %

% High School: %

Estimated % of attendees who manage others: %

Estimated % of attendees who manage other *managers*: %

What is Bruce's role in the program? (Keynote Speaker, Luncheon Speaker, etc.) (For groups of less than 40 participants, Bruce likes to have blank flipcharts and multi-colored pens).

What specific issues should Bruce be sure to address?

What three main things should Bruce know about your group?

1)

2)

3)

Would you like Bruce to take questions from the audience following his remarks? If so, how much time would you like Bruce to devote to that?

LOGISTICAL INFORMATION

**All travel arrangements will be made by Sara Russell at RainmakerThinking, Inc.
Phone: 203-772-2002, ext. 108 Sarar@RainmakerThinking.com**

If an overnight stay is required, what is the most convenient place for Bruce to stay? (Please provide phone number & address.)

Anything else we should know about hotel accommodations?

If airline travel is required: What is the nearest major airport to the meeting site and Bruce's hotel room?

Exactly where is the meeting? (Please provide phone number and address.)

Meeting room:

Key contact:

When Bruce arrives at the meeting site who will he meet for setup? Where and when?

If Bruce has any problems or emergencies on his way to the program, whom should he contact?

Name:

Work phone:

Home phone:

Cell Phone:

For transportation from the meeting site to the airport would you prefer:

To provide Bruce with ground transportation? To have Bruce take a cab?

Other:

For the delivery of printed materials to presentation location, please provide a point of contact at the location (e.g., hotel conference manager). Please include name, address, phone and email.

How will Bruce's room be set up? (Classroom style, Rounds, etc.)

Bruce prefers a wireless, clip-on lavalier microphone. Can this be accommodated? Yes No

WRAP UP

Is there anything else you would like to add?