

RAINMAKER THINKING®

Presentation Preparation Questionnaire

Please complete and return to cherylw@rainmakerthinking.com

PROGRAM NAME

Date:

Program start & end time:

Bruce's start & end time:

Is there an agenda available for the event?

Yes No

If yes, please send as an attachment

Location:

What is the address of the hotel nearest to event venue?

Does the program have a focus or theme?

What is the venue like? (Classroom style, Rounds, etc.)

What is Bruce's role in the program? (Keynote speaker, workshop leader, panelist, etc.)

Are there any specific topics you would like Bruce to address?

Is there anything specific Bruce should know about your group?

Would you like Bruce to take questions from the audience following his remarks?

Yes for ____ minutes No

Will you be purchasing any of Bruce's books for participants? Please contact kimm@rainmakerthinking.com for a quote.

Yes No

Will you be recording Bruce's presentation?

Yes No

A recording license is required under a separate agreement. Please contact kimm@rainmakerthinking.com for a quote.

ATTENDEE INFORMATION

What is the estimated age range of attendees?

What is the estimated education level of attendees?

How many of the attendees manage others?

How many of the attendees manage other managers?

Is there anything else we should know about the attendees?

Approximate number of participants:

For groups of less than 50 participants, Bruce likes to have 2 blank flipcharts on easels, with multicolored markers.

If applicable, will you be able to provide these?

Yes No

For larger crowds Bruce prefers a wireless clip-on lavalier microphone.

If applicable, will you be able to provide this?

Yes No No

Bruce does not use any slides or PowerPoint presentations.

CONTACT INFORMATION

Who is responsible for calling this meeting?

Name:

Email:

Title:

Who will meet Bruce for setup?

Name:

Email:

Title:

Phone Number:

Meeting Location and Time:

Who will be introducing Bruce for the presentation?

Name:

Email:

Title:

Who should we contact in the event of an emergency?

Name:

Email:

Title:

Phone Number:

Who should we mail our printed materials to?

Name:

Address:

Title:

Phone:

Email:

Please include any additional contact information below: