

The Reluctant Leader Pre-Program Questionnaire

Eva Doyle, MBA

Note to Event Planners – You do not have to fill this out in detail. Eva will discuss all these questions with you, fill this out, and send it to you for confirmation. We provide this ahead of time for you to review.

Your Event

Company Name & website	
Event Name	
Event Theme	
Eva's start and end time	
What will other women be wearing? Jeans, khakis, dresses?	
What will happen before and after Eva's part of the program?	
What are your objectives for Eva's presentation? What do you want the audience to walk away with?	
Eva's POC Name, Cell Phone, E-mail	
Full Address (street, city, state) for the event and a phone number for venue	
Expected Size of Audience	
Would you like a custom song / poem for the event? (additional fee may be incurred)	
Would you like a follow-on program to reinforce Eva's remarks? (Additional fee may be incurred)	

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Tech and Logistics for Event

Will a projector be available at the venue? What type?	
Will a wireless lavalier microphone be available?	
Will a wireless clicker be provided for presentation?	
Will a computer be provided or may Eva bring her own? (she uses a MacBook)	
Is there a "sound check" time? If not, can Eva set one up?	
Eva will need the name and password for the wireless network at the venue	
Is there any network security process that Eva needs to be prepared for – virus scanning of electronic materials, for example?	
Will the audience have cell phones with them and do you encourage them to tweet?	
Would you like to order books for the audience members, or allow them to purchase?	

Your Organization's Culture

Is there a specific issue that your organization is facing, one that you want Eva to help with?	
Number of employees in your organization	
Customers of your organization	
Years in existence	

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Any recent mergers or acquisitions?	
Are you willing to make people available for Eva to interview ahead of time, to ensure her remarks are relevant?	

Travel Logistics

Note: Eva will make her own travel arrangements unless you prefer to do so.

Closest / easiest airport	
Closest hotels to venue (unless venue is a hotel)	
Any local travel quirks to be aware of (e.g. a highway that always backs up, construction in the area, etc.)	

Other Comments and Notes

Is there any question that Eva hasn't asked that you might normally want speakers / trainers / consultants to know?	
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