

Pre-Program Information Request

*We have a mutual goal, to have your Program to be successful.
To help this happen, please provide the information requested
and return the answers by email: Kay@highheeledsuccess.com*

The other items can be mailed to me at:

Kay Fittes

High Heeled Success™

7238 Camargo Woods Drive

Cincinnati, OH 45243

Questions: (513) 561-4288

Organization/Company _____

Meeting Sponsor(s) _____

Address _____

City _____ State _____ Zip _____

Phone (W _____ (Cell) _____ Fax _____ E-mail _____

Event Title _____

Date _____ Beginning time _____ Ending time _____ Time Zone _____

Event location Address _____

City _____ State _____ Zip _____

Hotel accommodations _____

Directions from hotel to speaking venue _____

Theme _____

Meeting Planner/Coordinator

Name _____ Title _____

Relationship to participants _____

Office phone _____ Home phone _____ Cell _____

E-mail _____

Background:

1. Please email or mail the following:
 - Company vision/mission statement
 - Marketing literature on your organization
 - Participants names, roles and tenure
 - Other materials that could help us get a “feel” for your culture

2. Names, emails and phone numbers of three typical participants that would be willing to talk to me about their jobs, challenges and the program.

3. Programs presented to this group previously?

4. What did you like/dislike about these programs?

5. How often does this group gather?

6. Were the participants surveyed to originate my topic?

7. Demographics of participants:

8. Changes happening in the company/organization?

9. Changes happening within your industry?

Program

- 1. What is the most important objective of this program?**
- 2. What results do you want as a consequence of the program?**
- 3. What ideas do you want me to sell or seeds you want me to plant?**
- 4. Are there any issues to be avoided?**
- 5. What are the greatest obstacles to the success of these participants? Both organizationally and personally imposed?**
- 6. Knowing these participants as you do, what do you think I need to know about them for this program to be successful?**
- 7. Typical daily situations these participants face?**
- 8. What do they have in common?**
- 9. What are their complaints?**

10. What are they proud of?

11. What are they kidding themselves about?

12. Jargon unique to this group? In jokes unique to this group?

13. Attitudes, prejudices prevailing among this group?

14. Who will introduce me? Name, title, e-mail address. The introduction will be provided for them.

Venue

1. Please describe the training room/auditorium/banquet room.

Tables (size and shape):

Lighting:

Noise level around speaking area:

Stage:

Risers:

Lectern:

Microphones:

Obstructions in the room:

Screen:

LCD projector:

Overhead projector:

Flipchart and easel:

2. A small table for materials will need to be provided at the front of the room.