

binspired2



Blueprint Program

questionnaire

www.binspired2.com.au

Please assist us in preparing a talk or program that is tailor made to the needs of your group or audience. The answers to this questionnaire will help us customise our presentation specifically for maximum impact. Please skip any questions that are not relevant to your group. In addition to this questionnaire, please provide us with any written, printed, or web-based links that will help us familiarize ourselves with the upcoming event and or the organisation.

Contact Information

1. Name
2. Email
3. Phone
4. Company

Event/Venue

1. Date and time I/we will be speaking.
2. Name and location of event venue.
3. Name and location of hotel if different from event venue.
4. Name and number of person to contact at the event.

Details about your audience:

1. What challenges do they face?
2. Number of attendees **
3. Percentage male / female **
4. Average age **
5. What are their major job responsibilities and do they have employees?

** Anticipated if not known

Organization Details

1. Who are the other presenters at this event and what is the focus of their presentations?
2. Most important objective of the function:
3. How do you want your people to feel at the end of Helen and Elly's presentation?
4. What is the mission or philosophy statement for your organization or association?
5. Please list some industry- or company-specific terms, phrases, jargon, or acronyms that I might incorporate into my presentation.
6. Are there sensitive issues that should be avoided?
8. Is there a phrase or saying that the CEO, president, or any well-known person uses that would be humorous to reference?
9. Will there be any special guests? If so please state.

Technical Details

1. What type of microphone will be provided cordless, handheld, lapel or head microphone.
2. If both Helen and Elly are speaking they will require two microphones plus a handheld for audience participation
3. Is the event being recorded (audio)?
4. Is the event being videoed?
5. Will there be a professional photographer present.
6. Will the system be preloaded with B Inspired 2's powerpoint/keynote slides and is it Mac compatible for the keynote slides?
7. Will there be whiteboards, flip-charts provided?

Please email the form to
admin@binspired2.com

Contact

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Mobile: 0448 242 242

Address:

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NSW

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Australia

We look forward to making a difference to your audience.