



## Pre- Program Questionnaire

Number of Attendees Expected \_\_\_\_\_

Demographics of Audience: (Professional Level and Age Demographics please)

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Please identify the five biggest challenges the people in the audience are facing today and why.

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What is the most important objective of this meeting or conference?

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What major objective would you like your organization to achieve in the next 12 months?

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List three hurdles you face in reaching these objectives.

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In 25 words or less, identify your organization's philosophy or mission statement.

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Please provide the Names and Titles of People in your organization Olivia McIvor could interview prior to the presentation in order to customize program in more detail.

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Who will be introducing Ms. McIvor?

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What will precede the Speaker?

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What will follow the Speaker?

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To help us learn about your organization and event please send any information to us that you think would be valuable. These materials increase the speaker's knowledge of your organizations challenges, goals and objectives and thus, her effectiveness during her presentation. Ms. McIvor will customize the presentation to you!

**WE APPRECIATE THE TIME YOU HAVE TAKEN TO COMPLETE THIS FORM.**

200 Isleview Place  
PO Box 668  
Lions Bay, BC Canada V0N2E0



## Brochure/Handout Information

Are you printing a Brochure for this event?  Y  N

What size is it, and what do you need for it? \_\_\_\_\_

Do you require a Biography and a 5x7 Black and White Photo?  Y  N

Brief program description for brochure?  Y  N

Approximate Number of Participants in this session: \_\_\_\_\_

Exact Title of Program for Workbook/Handout Cover  
\_\_\_\_\_

E-mail address to send handouts to:  
\_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

TITLE: \_\_\_\_\_



## Book Sale Permission

We want to ensure that people hearing John Izzo's message and expertise also have access to his books and workbook, however we do not want to assume that selling books on site is allowed.

Please complete this form so that we know that it is permitted for John Izzo to sell books at your event.

\_\_\_\_\_ Yes, Olivia McIvor can sell books on site

\_\_\_\_\_ We could supply a volunteer to assist Ms. McIvor in book sales

\_\_\_\_\_ We are having a bookstore on site for attendees, please call us about purchasing books for resale

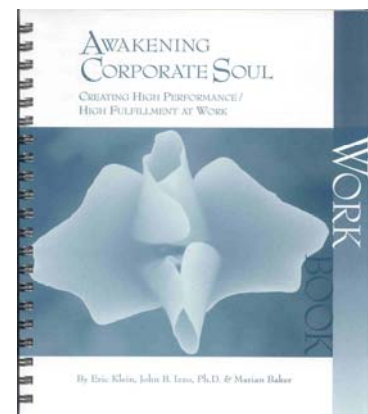
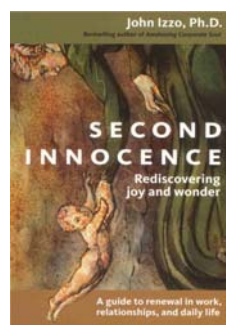
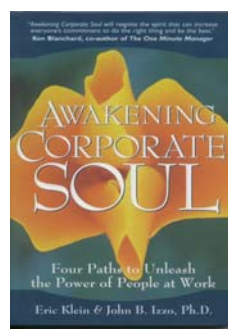
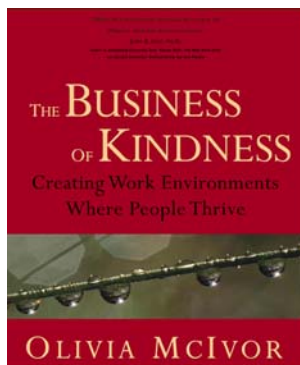
\_\_\_\_\_ We would like to purchase books for our attendees

\_\_\_\_\_ No, we would prefer if Ms. McIvor did not sell books at this event

**Person completing form** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**Date** \_\_\_\_\_



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