



Office: (37) 382-4481
Cell: (937) 218-6652

Kay@KayFrances.com
www.KayFrances.com

229 South Mulberry Street
Wilmington OH 45177

Please complete the following questionnaire and return to Kay's Keynotes by the date given below. Thank you for taking the time to ensure that this is a successful event!

Organization: _____
Date of engagement: _____

Please return by: _____

1. Primary contact regarding the details of the event:

Name: _____
Business Phone: _____

Title: _____
Cell Phone: _____
Email: _____

Notes: _____

2. Primary **on-site** contact (if different from above):

Primary contact regarding the details of the event:

Name: _____
Cell Phone: _____

Title: _____
Email: _____

3. Secondary on-site contact (if applicable):

Name: _____
Cell phone: _____

Title: _____
Email: _____

4. Hotel Accommodations

Name of hotel: _____

Address: _____

Confirmation #: _____

5. Event location (if different from above)

6. Exact Schedule of Events: _____

***If there are any changes from the contracted schedule of events,
please contact Kay Frances immediately***

<u>Time</u>	<u>Function (such as keynote, breakout, etc.)</u>	<u>#People attending</u>
EX: 9:00-10:00	Keynote	250

a.m. 1.

2. _____

3. _____

What are some of the things that are causing this audience stress in their jobs?

a. _____

b. _____

c. _____

Does this audience deal with: (check all that apply)

The general public

Co-workers

Customers

Other: _____

What are some of the things that these people say or do, which may be causing them stress?

The general public: _____

Co-Workers: _____

Customers: _____

Other: _____

7. Type of event (i.e. Annual Meeting, Awards Event, etc.)

8. Please provide a brief description of your organization.

9. What is the major objective of this event?

10. What would you like Kay's presentation(s) to accomplish for the audience?

11. Why did you choose Kay for this event?

12. Please list any key issues, trends or challenges that are pertinent to your organization's industry both today and for the future:

13. Person who will be introducing Kay?

Name: _____

Title: _____

Email: _____

14. Audience description: _____

Approximately how many will be attending:

