



Client Questionnaire

To ensure the highest quality presentation:

- Please complete the following questions and email the questionnaire to info@hairstonco.com
- Bo wil schedule a 30 – minute conferenc after you have submitted a complete questionnaire..

ADMINISTRATIVE INFORMATION

1. Organization:

2. Name of the person completing questionnaire:

3. Event Date(s):

4. Title:

5. Company Website:

6. Phone:

7. Email:

8. Event Name and/or Theme:

9. Presentation(s) Length:

10. Exact start time for Bo's Presentation:

11. Does anything happen before Bo speaks?

12. Are you planning to video record/ Bo's presentation? Yes ___ or No ___

13. Are you planning to have a photographer for Bo's presentation? Yes ___ or No ___

14. Keynote or PowerPoint? PPT Ratio ___ 4:3 or ___ 16:9

15. Estimate size of audience:

16. Audience Demographics: MEN _____ % WOMEN _____ %

17. Appropriate Attire:

Blazer and Open Shirt ___ Business Suit ___ Long sleeved Dress Shirts and Dress Slacks ___

DESCRIPTION OF ORGANIZATION

Please list some of your organization's major accomplishments in the last year?

What are your organization's most important goals for the next 12 months?

Customers: Who are they and what are their needs?

OBJECTIVES

What is the purpose of this meeting and/or event?

What are some of your biggest challenges, problems, holdbacks of this particular group?

What would you like your audience to be motivated to do, think or believe?

Please note anything else that Bo should know about the audience in attendance.