

## **Pre-Program Information Request**

*We have a mutual goal, to cause your Program to be successful.  
To help this happen, please provide the information requested  
and return the answers by email: [kfittes@aol.com](mailto:kfittes@aol.com)*

*The other items can be mailed to me at:*

*Kay Fittes*

*Strategies for Women's Growth*

*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 phone \_\_\_\_\_

E-mail \_\_\_\_\_

### **Background:**

#### **1. Please email or mail the following:**

Copy of your Mission Statement

Annual Report

Job descriptions/roles/titles of people to be addressed

In-house publication or other pertinent information to get a "feel" for this organization or company

- 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:**
  - Number attending each session:
  - Age range and percentages:
  - Gender mix and percentages:
  - Education range:
- 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.**

Seating and seating options

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.**