

# Patrick Leddin, PhD

## VIRTUAL PRE-EVENT QUESTIONNAIRE

Please complete and return this form at least 30 days before your event via email.

### GENERAL INFORMATION

Date of Event:

Event Name: **[Enter Event Name]**

Organization Name:

Number of Attendees:

What is the website address for the event?

What is the theme of the event?

Number of expected attendees: **[Enter Number]**

Typical attendee job titles, roles, and responsibilities:

Are there any Restrictions, Buzz Words, Acronyms that Patrick should be aware of?

Meeting Attire:

What is the platform/service that will host the event? **[Enter Platform]** What is the log-in information?  
**[Enter Log-in Information]**

What social media accounts do you have set up for this event (i.e. – Facebook, Twitter, etc.)? Are there any hashtags to be included? Are there any restrictions around sharing this event on social media and/or using your brand name in marketing? If yes, please indicate restrictions:

### PRESENTATION INFORMATION

What are the three primary objectives of Patrick's presentation? What do you want attendees to walk away with from Patrick's presentation?

1 -

2 -

3 -

Patrick wants his presentation to be a "home run." At the end of the presentation, what would a "home run" look like to you?

Will you be asking attendees for feedback on Patrick's presentation?

If so, can you provide the questions you will ask?

