Stephen Frost
VIRTUAL PRE-EVENT QUESTIONNAIRE

Please complete and return this form <u>at least</u> 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 Stephen 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 Stephen's presentation? What do you want attendees to walk away with from Stephen's presentation?

    1 -

    2 -

    3 -

Stephen 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 Stephen's presentation?
If so, can you provide the questions you will ask?

Will Stephen's presentation be live or pre-recorded?   **[Enter Answer]**

    If prerecorded, format needed?   **[Enter Format]**

Time of Stephen's Presentation (please include time zone):

Duration of Stephen's presentation:

Will a rehearsal be required? If so, please provide the details: **[Enter Details]**

Presentation PowerPoint Information:

- Is there a required PowerPoint template?

- Indicate the PowerPoint format you are using – 4:3 (standard) or 16:9 (widescreen):

- Do you need Stephen to send his PowerPoint ahead of time? If so, by what date?

Please sign and return Stephen's Video Authorization Form with the questionnaire if recording. Please return a high-res company or event logo in jpeg or png format with the questionnaire if you would like Stephen to brand this presentation.

KEY CONTACT INFORMATION

Who is the meeting contact?
        Phone: Cell Phone:
        Name/Title:
        Address:
        City/State/Zip:
        Email:

Who is the Moderator? **[Enter Name and Title of the Moderator]**

Who is the Day of Contact?
        Phone: Cell Phone:
        Email:
        AV Check Date/Time:
        Presentation Time and/or order: