



In preparing a seminar that will specifically meet the needs of your group, we ask that you please take a moment to complete the information below. The answers will help to tailor the presentation appropriately. If there are questions that do not relate to your organization/business please respond with N/A. Should there be any written, printed, or web materials related to this event you feel would be beneficial to us to see, please pass them along so that we may familiarize ourselves and prepare accordingly.

## Lead Contact For The Seminar

**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

## Event / venue information

**Date and time:** \_\_\_\_\_  
**Name and address of event venue:** \_\_\_\_\_  
**What is the name of the room the event will take place in?** \_\_\_\_\_  
**Closest major airport:** \_\_\_\_\_  
**If you are arranging ground transportation please provide details:** \_\_\_\_\_  
**What time is the mic and equipment test?** \_\_\_\_\_  
**Speaker dress code for event:** \_\_\_\_\_  
**Who will be reading Jay's introduction?** \_\_\_\_\_

## Organization Details

**Who are the other presenters at this event and what is the focus of their presentations?**

\_\_\_\_\_  
\_\_\_\_\_

**Most important objective of the function:**

\_\_\_\_\_  
\_\_\_\_\_

**What is the mission or philosophy statement for your organization or association?**

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**What is the most humorous situation that attendees have been involved in?**

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**Is there a phrase or saying that the CEO, president, or any well-known person uses that would be humorous to reference?**

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**Will there be any special guests? Please explain:**

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**Does your organization/business have a web page, if so please provide link info:**

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**Recent significant events, such as mergers or relocations:**

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**Details about your audience:**

**What challenges do they face?** \_\_\_\_\_

**Number of expected attendees:** \_\_\_\_\_

**Percentage male / female:** \_\_\_\_\_

**Average age:** \_\_\_\_\_

**What are their major job responsibilities?** \_\_\_\_\_

*AV requirements:* Cordless microphone and projector screen for presentation.

**Please email this form back to [heather@moodism.com](mailto:heather@moodism.com)**

**Or Fax to 714-242-7004**