

**Pre-Meeting Questionnaire**

There are three parts to this questionnaire. **LOGISTICAL**, **DISCOVERY** and **VALUE-ADD** (You may find a couple different people need to complete this form.) The information you provide facilitates a seamless transaction, a relevant keynote and increased value beyond your event. With your help, Vince will deliver a message to ultimately overcome challenges you face. Vince will draw from his Black Diamond Coaching to for accelerated growth. If there are some questions you can't answer yet, that is okay. Complete as much as you can now and we can flesh out more details in the pre-conference discovery call. This information will remain confidential and will not be disclosed with anyone outside Rapid Professional Development.

# **PART A: LOGISTICAL INFORMATION**

**Date of Presentation:**

# **COMPANY / ASSOCIATION**

Company Name:

Contact Name:

Title:

HQ Address:

Phone:

Email:

Website URL:

**LOCATION / MEETING SITE:**

Facility Name:

Facility Address:

Facility Phone:

Presentation Room:

On Site Contact:

Phone/Email:

**ACCOMODATIONS:**

Hotel Room reserved for Vince at:

Hotel Phone:

Confirmation #:

Reservation Date:

# **TRAVEL**

Nearest Airport:

Distance: \_\_\_\_\_\_\_\_\_\_ miles or \_\_\_\_\_\_\_\_\_\_\_minutes

Airport transfers: ❑ Client to arrange ❑ Vince to arrange

Car Service Co:

Confirmation #:

Emergency Phone:

# **AUDIO VISUAL**

AV Company:

Phone:

Fax:

Email:

Preferred AV Check Time with Vince:

# **PRESENTATION**

Time: Duration: \_\_\_\_\_\_\_\_\_minutes

Is there a function you’d like Vince to attend before or after his presentation? ❑Yes ❑No

Appropriate attire: ❑Casual ❑Business Casual ❑Business ❑Formal

Who spoke at this meeting last year?

Will Vince’s presentation be video recorded? ❑Yes ❑No

Is it possible for a guest of Vince’s to attend the presentation: ❑Yes ❑No

If available or approximately known, please attach the agenda.

# **ROOM SET UP**

Seating: ❑Theatre (recommended) ❑Classroom ❑Round Tables ❑Square Tables

Will there be alcohol served before or during this presentation: ❑Yes ❑No

# **INTRODUCTIONS**

Who will introduce Vince:

Title:

Email:

Mobile Phone:

Have you received Vince’s pre-written intro? ❑Yes ❑No

**EVENT EXECUTIVES PRESENT**

Who is the senior executive responsible for the meeting?

 Title:

 Email:

 Mobile Phone:

Who will be the highest ranking executive attending the meeting?

 Title:

 Email:

 Mobile Phone:

What other department heads will also attend the meeting?

 Name(s) and contact info:

Who is responsible for the Learning Management Systems delivered within the organization?

Title:

 Email:

 Mobile Phone:

Does the organization outsource it’s Learning Development? If so what is that company’s contact information?

 Title:

 Email:

 Mobile Phone:

**PART B: DISCOVERY INFORMATION**

**Audience Size:**

% of Male: \_\_\_\_\_\_\_\_\_\_\_

% of Female: \_\_\_\_\_\_\_\_\_

Age Range: \_\_\_\_\_\_\_\_\_\_

**Description of attendees:**

**Type of event:**

**Objective of Meeting**:

**Theme**:

**Please give percentages of what you would like Vince’s presentation to include**:

­% entertainment: \_\_\_\_

% education: \_\_\_\_\_\_

% motivation: \_\_\_\_\_\_

Current challenges in your industry:

If executives and management could wave a magic wand, what transformation would they wish for?

If your attendees could wave a magic wand, what transformation would they wish for?

What are the top three sources of pain for your organization?

If you could name three things that cause fear for your attendees, what would they be?

1.

2.

3.

Who are your top three competitors and where do you rank?

1.

2.

3.

Your rank?

Is there a product/service/initiative/campaign launch you are rolling out at this time?

Who is responsible for the product/service/initiative/campaign launch?

Title:

 Email:

 Mobile Phone:

What is your vision statement?

Do you have a Unique Value Proposition (UVP) or brand promise (often used as a tag line that your prospects and customers see)? If so, what is it?

*Example: 3M = Innovation. HP = Invent. GE = Imagination at Work. BMW = We don’t just make cars. We make joy.*

Do you have an internal Emotional Buzz Statement (EBS) or rallying assignment? If so, what is it?

*Example: Coke = Put a Coke within every human being on the planet. Boston Scientific: Make a difference for life.*

What are the top three time wasters for your executives and management?

1.

2.

3.

What are the top three time wasters for your attendees?

1.

2.

3.

# **PART C: VALUE-ADD INFORMATION**

Check (or bold) the items you choose to significantly leverage the value of Vince’s keynote:

❑ 1. ***The Earthquake*** *– Your Journey from Setbacks to Breakthroughs* signed by New York Times bestselling author, Vince Poscente for each attendee (ask for bulk discounts $12/book).

❑ 2. ***The Ant and the Elephant*** – *Leadership for the Self 5 Step Action Plan* signed by New York Times bestselling author, Vince Poscente (ask for bulk discounts $11/book).

❑ 3. ***The Age of Speed, Thriving in our More, Faster, Now World*** New York Times bestseller by Vince Poscente (ask for bulk discounts $10/book)

How did you decide to hire Vince? ❑Video ❑Referral ❑Live Presentation ❑Other

Please explain:

Would you supply Vince Poscente with a testimonial after his presentation? ❑Yes ❑No

If so, who’s the highest ranking person we could reach out to for this testimonial?

Title:

 Email:

 Mobile Phone: