



# Dave Heilmann

## PRE-EVENT QUESTIONNAIRE

Kindly complete and return this form at least 30 days before your event and email to [Dave@Daveheilmann.com](mailto:Dave@Daveheilmann.com). Thank you!

### GENERAL INFORMATION

Date of Presentation:

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

Organization Name:

Number of Attendees:

What is the website for the event?

What is the theme of the meeting?

Typical attendee job titles, roles, and responsibilities:

Meeting Attire:

Recent achievements/successes of your organization:

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:

### MEETING SITE INFORMATION

Conference Location:

Conference Room Name:

*\*\* Note that **Humor on Trial** is a fun, interactive presentation with members of your organization up on the stage with Dave. For this reason, it is necessary to have a stage area of at least 24 feet in width by 16 feet in depth.*

### PRESENTATION INFORMATION

What are the three primary objectives of Dave's presentation? In other words, what do you want attendees to walk away with from Dave's presentation?

1.

2.

3.

What would make this presentation the most successful for the participants and your organization as a whole?

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

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

Room Setup/Seating Arrangement:

Time Dave's presentation is scheduled to begin (please include time zone):

Duration of presentation:

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 Dave to send his PowerPoint ahead of time? If so, by what date?

## **KEY CONTACT INFORMATION**

Who is the meeting contact?

|                 |             |
|-----------------|-------------|
| Phone:          | Cell Phone: |
| Name/Title:     |             |
| Address:        |             |
| City/State/Zip: |             |
| Email:          |             |

Who is the AV contact?

|                     |             |
|---------------------|-------------|
| Phone:              | Cell Phone: |
| Email:              |             |
| AV Check Date/Time: |             |

Who should Dave contact upon arrival at the hotel?

|        |             |
|--------|-------------|
| Phone: | Cell Phone: |
| Email: |             |

Names of key executives that will be in the audience. With your permission, Dave may contact them for more research information on your group.

Name/Contact information:

Name/Contact information:

Name/Contact information:

## **ACCOMMODATION INFORMATION**

Hotel Room Reserved for Dave? **If yes, Confirmation #:**

Hotel Name:

Hotel Phone:

Hotel Address:

Nearest Airport:

What's the best way for Dave to get to the event (Rental Car, Taxi/UBER, Limo Pickup, etc.)

**[Enter Transportation Service, If Applicable]**