



Integrated Loyalty Systems

Solutions for Elevating the Human Side of Healthcare

Pre-Event Questionnaire

Thank you for selecting Jake Poore to present at your event. Please complete this questionnaire to the best of your ability to help ensure a successful presentation.

Email the completed questionnaire to Frieda.Rivera@WeCreateLoyalty.com

GENERAL INFORMATION:

Primary Contact Name:

Title:

Organization:

Address:

Office Phone:

Cell Phone:

Email:

Name of person who will sign the contract if different from above:

Title:

Phone:

Email:

PRESENTATION INFORMATION:

Name of Event:

Date / Time of Presentation:

Title of Presentation:

Type of Presentation (opening / closing keynote / workshop or other):

Length of Presentation:

What time can Jake arrive to conduct an audio/visual check and room setup?:

Name and contact information of Audio/Visual Technician:

What time should Jake arrive onsite?:

Meeting / conference attire:

What is the theme of the event?

MEETING SITE & ACCOMMODATIONS INFORMATION:

Event location / address:

Nearest airport to event location:

Limo service / other ground transportation arranged?

Hotel room reserved for Jake? If yes, please provide:

Hotel Name:

Address/Phone:

Confirmation number:

Onsite Contact Name:

Cell Phone:

Email:

AUDIENCE INFORMATION:

Expected # of people:

Describe the audience, i.e., job titles / occupations, organizations/affiliations, etc.:

What are the key messages you would like this group to take away?

Describe any industry / company / departmental “hot topics” or issues that Jake should be aware of.

Are there any websites that provide pertinent information about this group or your industry?

Are there any acronyms, buzzwords or jargon that would be universally recognizable to this group?

Please tell us anything else you think is important preparation for the presentation: