

# Amy Coombe

## PRE- EVENT QUESTIONNAIRE

The purpose of this questionnaire is to help me ensure that I am on the same page as you and can develop and deliver a session that is aligned with what you're aiming for, what you want your overall event to achieve and what the event attendees need to hear/ learn.

Once completed, please email back to [amy@amycoombe.com](mailto:amy@amycoombe.com).

### BOOKING INFORMATION:

1. Client Name \_\_\_\_\_ Event Date \_\_\_\_\_
2. Start Time of Amy's Session \_\_\_\_\_ End Time of Amy's Session \_\_\_\_\_

### LOGISTICAL INFORMATION:

1. First Point of Contact at Event \_\_\_\_\_
2. Phone Number (s) \_\_\_\_\_
3. Event Location/ Room/ Venue Details \_\_\_\_\_  
\_\_\_\_\_

### THE AUDIENCE:

1. Approx. Number of Attendees: \_\_\_\_\_ Average Age: \_\_\_\_\_
2. Please describe the Audience: (job titles/ responsibilities/ any other useful information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If there was one main message that your attendees received from my session what would that be?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### THE EVENT & AMY'S SESSION:

1. What is the specific purpose/ objective for this event?  
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\_\_\_\_\_  
\_\_\_\_\_  
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2. What is the specific purpose/ objective for Amy's session?

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3. What is the overall theme/ feel for the event? (professional, casual, fun etc)

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4. In regards to the topics that Amy will be covering, why are the topics important to your attendees? Why is it important for them to know about them/ receive inspiration and motivation around them? What are the biggest problems the attendees face in regards to these topics?

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5. Why did you choose Amy for this event?

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6. Are there any issues that Amy should know about or avoid?

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7. Any specific requirements/ requests of Amy's session? Eg. No PowerPoint, must use PowerPoint, must have interaction etc.

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