Ann Ranson

Pre-Program Questionnaire

1. Name of organization:
2. Date and time of presentation:
3. Is presentation in person, virtual or hybrid?
4. Composition of audience and number expected to attend?
5. Length of presentation:
6. Is there a theme:
7. Organization mission statement:
8. Objectives of this meeting:
9. Current concerns/problems/challenges facing your group:
10. Any sensitive areas to be avoided:
11. Unique features of your organization:
12. What will be taking place immediately before/after our program:
13. Who can be contacted in case of an emergency or problem immediately prior to the event?
14. What other key people will be in the audience:
15. In case of emergency during program, how to handle:
16. What else should I know about your organization that would make this program more meaningful for the audience?

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