



PRE-SEMINAR QUESTIONNAIRE

*Working Together To
Make Your Meeting a
Success!*



To help Richard do the job of accomplishing the specific objectives of your meeting, please complete this questionnaire and return it to our office as soon as possible. Should you have any questions, please call 1-800-368-8255.

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Company/Organization: _____

Meeting Date(s): _____

MEETING LOCATION INFORMATION:

Meeting Facility: _____

Address: _____

City, St., Zip: _____

Telephone No.: (_____) _____

Nearest Airport: _____ Miles From Facility _____

PROGRAM INFORMATION:

Is this a conference or convention? () Yes () No

Date Conference/Convention Starts On _____ Ends On _____

Meeting Theme _____

Richard's Speaking Time(s) and Topic(s):

1st Program: Day and Date: _____

Start Time _____ End Time _____ Topic: _____

Are Breaks Scheduled? () Yes () No If Yes, How Long _____

What Takes Place Immediately Before Richard's Presentation?

What Takes Place Immediately After Richard's Presentation?

2nd Program: Day and Date: _____

Start Time _____ End Time _____ Topic: _____

Are Breaks Scheduled? () Yes () No If Yes, How Long _____

What Takes Place Immediately Before Richard's Presentation?

What Takes Place Immediately After Richard's Presentation?

COMPANY INFORMATION:

Company/Organization Has Been In Existence For _____ Years.

Who Are Your Competitors?

What Are The 3 Greatest Challenges Faced By Your People Right Now?

1. _____
2. _____
3. _____

List The 3 Greatest Strengths of Those Attending Richard's Session?

1. _____
2. _____
3. _____

List The 3 Greatest Weaknesses of Those Attending Richard's Session?

1. _____
2. _____
3. _____

What Would You Like Richard's Session To Accomplish With Them?

Specific Objectives You Have For Richard's Session

1. _____
2. _____
3. _____

Are There Any Particular Issues Richard Should Cover?

ABOUT THOSE ATTENDING MY SESSION:

- Those Attending Will Be: () Owners
- () Management
- () Sales
- () Spouse
- () Other _____

How Many People Will Be Attending? _____ (Males _____ Females _____)

What Is The Average Age? _____ What Is The Average Personal Income? \$ _____

What Is The Educational Level? Grad. School College H.S. _____

What Major Events Have Occurred In Their Business This Past Year?

HOTEL ACCOMMODATIONS:

Which hotel do you recommend for Richard's lodging? (If different than meeting location.)

Hotel: _____

Address: _____

City, St., Zip: _____

Direct Phone No.: (_____) _____

*Thank you for taking the time to
complete this questionnaire!*

Please fax to: 1-800-232-8255 or (757) 873-7772

Completed by: _____

Title: _____

Date: _____

or Mail to:
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1-800-368-8255