

Vicki Shultz

Committed We Stand

Pre-Event Questionnaire

1. What is the theme of your meeting?
2. What are the top three challenges or problems faced by the members of your group?
 - a.
 - b.
 - c.
3. Generally speaking, what are the characteristics of your average member?

Age: Sex: M F Annual personal income:

Educational background: Occupation:
4. Will there be any special guests? Please explain:
5. How many people will be in the audience?
6. Why is your group attending this meeting?
7. How will they be notified?
8. What is their overall opinion regarding the subject (e.g. favorable, hostile, etc.)?
9. What three facts should I know about your group before addressing them?
 - a.
 - b.
 - c.



Vicki Shultz is a business performance specialist who will help you hold on to your talent.

Vicki is a published author and frequent lecturer on trial practices, ethics, business entities and many other topics. She is a former President of one of the nations largest paralegal associations and recipient of the National Association of Legal Assistants Advance Paralegal Certification in Trial Practice.

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10. What speakers have you used in the recent past and what did they discuss?
 - a.
 - b.
11. What programs/speakers have been most enthusiastically received?
12. What were the three most significant events in your industry or within your group during the past year?
 - a.
 - b.
 - c.
13. Please share with me any “industry color” you know relating to your organization or industry.
14. Specifically, what are you trying to accomplish at this meeting?
 - a.
 - b.
 - c.
15. What are your specific objectives for my part of this meeting?
 - a.
 - b.
 - c.
16. Are there any issues/topics in particular that you think I should discuss during the program?
17. Are there any issues/topics that you think I should avoid during the program?
18. What can you suggest to help me make this presentation the best your audience has ever heard?

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