

Keith Wyche

VIRTUAL PRE-EVENT QUESTIONNAIRE

Please complete and return this form at least 30 days before your event via email.

GENERAL INFORMATION

Date of Event:

Event Name: **[Enter Event Name]**

Organization Name:

Number of Attendees:

What is the website address for the event?

What is the theme of the event?

Number of expected attendees: **[Enter Number]**

Typical attendee job titles, roles, and responsibilities:

Are there any Restrictions, Buzz Words, Acronyms that Keith should be aware of?

Meeting Attire:

What is the platform/service that will host the event? **[Enter Platform]** What is the log-in information?
[Enter Log-in Information]

What social media accounts do you have set up for this event (i.e. – Facebook, Twitter, etc.)? Are there any hashtags to be included? Are there any restrictions around sharing this event on social media and/or using your brand name in marketing? If yes, please indicate restrictions:

PRESENTATION INFORMATION

What are the three primary objectives of Keith's presentation? What do you want attendees to walk away with from Keith's presentation?

1 -

2 -

3 -

Keith wants his presentation to be a "home run." At the end of the presentation, what would a "home run" look like to you?

Will you be asking attendees for feedback on Keith's presentation?

If so, can you provide the questions you will ask?

Will Keith's presentation be live or pre-recorded? **[Enter Answer]**

If prerecorded, format needed? **[Enter Format]**

