

Pre-Event Questionnaire

For Ted to be fully prepared for your program, please take the time to answer the following questions. The more details you give, the better he will be able to tailor his program. Feel free to skip any questions that are not relevant to your event. He will discuss these questions further in your pre-event call. Once completed, please email this questionnaire to: ted@realtedma.com

Day(s) and time(s) for Ted's session(s):

Day and time for the sound check:

What will be happening immediately before and after Ted's presentation?

Before:

After:

****Please email us a copy of the agenda once it is finalized****

Room logistics:

Seating (rounds, classroom, theater):

Stage size:

Background colors behind the stage:

Location of projector screens:

Will a downstage/confidence monitor be available? Yes No

Where will the table for Ted's book signing be set up?

****Please attach a diagram of the room if possible****

Expected number of attendees for Ted's session:

What is the gender mix?

Male = %

Female = %

What is the average age range?

What is the average level of education?

Who will be participating (titles, roles, backgrounds)?

Is there a theme for this event?

Will you be using a hashtag on social media?

Will you have a:

Professional photographer?	Yes	No
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Professional videographer?	Yes	No
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If you will have a professional videographer, please provide their contact information so we can connect with them before the event to discuss logistics.

Who will be introducing Ted? What is his/her role in your organization?

What would make this presentation a home run for you?

What do your attendees fear the most?

What do you want your attendees to think, do, or feel differently after Ted's presentation?

If you were Ted, what would you want to know that he couldn't possibly know about your audience, event, or organization?

Are there any sensitive areas that should be avoided?

Who are the key people in the audience Ted should be aware of?

Who are some of the speakers you've had in the past that your audience enjoyed and what did they like about them?

Describe previous speakers or programs that were not well received by this group.

Outside of the speech, is there anything else Ted can do to support your event?

Who can be contacted in case of an emergency or problem immediately prior to the event? Please provide their cell #.

Is there anything else Ted should know about your organization that would make this program more meaningful?

Notes

You can download Ted's written introduction on the Speaker Kit page of his website. Please ask the introducer to read his introduction verbatim.

Ted would like to schedule a post-event call to debrief and hear your feedback 1-2 weeks after the event. We will reach out a few days after the event is over to coordinate a time.

Please tag Ted in any social media posts for your event:

- LinkedIn: Ted Ma
- Facebook, Instagram, Twitter: @realtedma