**Instructions**: please complete this questionnaire and email it to mkenny@hipposolutions.com. This greatly helps Mark ensure that he delivers a practical, impactful session for your event.

**General Information**

1. Name of Client / Group
2. Company Address
3. Company Website URL
4. Name of Mark’s Contact Person
5. Phone # of Contact Person
6. Email of Contact Person

**Logistics**

1. Name of Event Location
2. Event Address
3. Event Meeting Room / Ballroom
4. Phone # of Event Location

**Hotel (if non-Nashville event)**

1. Hotel Information

*(Please enter hotel name, address & phone #.)*

1. Hotel Confirmation #

*(Mark brings a team of 2-3 actors with him. If you are reserving a hotel for Mark and his team, please reserve a king bed in a non-smoking room plus two additional rooms with two queen beds each. Please enter hotel confirmation # if you are billing rooms to your master account.)*

**Transportation (if non-Nashville event)**

1. Nearest major airport to meeting site
2. Airport to hotel transportation

*(If you are providing ground transportation, please specify, otherwise Mark will arrange his own transportation.)*

1. Airport Contact Information

*(If someone is meeting Mark and his team at the airport, please write their name and phone # here. Please be sure they are able to pick up four people.)*

1. Emergency Contact Information

*(In case of emergency or flight delays/cancellations, what is the name and phone # of the person Mark should contact?*

**Program Information**

1. Name of Event & Program Theme
2. Date of Mark's Presentation

*(Please list all dates that Mark will be presenting.)*

1. Mark's Presentation Topic(s)

*(Please list all topics Mark is presenting, including keynotes, breakout sessions, and panel discussions.)*

1. Length of Mark's Presentation(s)

*(This should match what was written in speaker agreement. Please list times for each program Mark is presenting for you.)*

1. Mark's Start & End Time
2. Meeting Start & End Time
3. Purpose of Event

*(i.e. Leadership meeting, Awards Banquet, Annual Meeting or Conference, Leadership Training, etc...)*

1. Event Registration URL or Event Website URL
2. Who Will Introduce Mark?

*(Feel free to go to Mark's "Meeting Planner" page to download Mark's bio & AV requirements. Mark will provide a customized introduction prior to the event.)*

1. What is happening immediately before and after Mark's presentation?
2. Meeting Attire
3. Room Set up

*List room/table setup, stage background / backdrop colors & uplighting colors*

1. What is the best day/time for Mark and his team to do an A/V check?
2. Please list 3 adjectives that describe speakers that have been successful with your group in the past.
3. Please list 3 objectives/outcomes for Mark's presentation(s).
4. Please list what you want your group to walk away feeling or doing differently after Mark’s presentation(s).
5. List your company's/association's core values that Mark can include in his presentation, if applicable.

**Audience Information**

1. # of Attendees Expected
2. Approximate age range of attendees
3. Female to Male Ratio
4. Describe Your Group

*(What type of people will be attending this event? Leaders, Directors, employees, board members, association members...etc.)*

1. What are the job responsibilities of those in the audience?
2. What are some of the biggest challenges your audience members are facing as it applies to Mark’s topic & where are the opportunities for improvement in their work or life performance?
3. Describe how you feel Mark's presentation can help solve those challenges.
4. What are some big achievements within your organization/association?
5. Please list 3 key people Mark can interview within your group

*(Include phone # & email of each person. This helps Mark to tailor the presentation specifically to your group's biggest needs, and helps Mark understand your group's lingo.)*

1. List any taboo topics Mark should steer clear of with your audience.

*(Mark does not talk about politics on stage.)*

1. Any suggestions on how Mark can partner with you to help make this a successful event?\*

*(i.e. How else can Mark WOW your audience?)*

Thank you for taking the time to fill out this questionnaire. We look forward to a successful event!