



Pre-Program Questionnaire

This questionnaire is designed to help prepare a program specifically tailored to your group's needs. It also can help to clarify your event goals. Please **skip any irrelevant questions**.

If you want assistance filling it in, please call 403-242-7796 or email, patricia@SolutionsForResilience.com.

Thank you for taking the time to provide this valuable information.

Please return this questionnaire by email to patricia@SolutionsForResilience.com.

Client Information:

Contact Name: _____ Title: _____
 Organization/Group: _____ Address: _____
 Phone: _____ Email: _____

Event Information:

Organization/Group: _____
 Time: _____ Date: _____
 Location: _____ Theme: _____

How did you hear about Patricia and her work in strengthening everyday resilience?

Website (which one?): _____
 Was in the audience (where?): _____
 Recommended by (whom?): _____

Chosen Presentation(s) date:	Start time:	Stop time:
Keynote (title?):		
a) Breakout Session (workshop or keynote?):		
b) Breakout Session (workshop or keynote?):		
Workshop (½ or whole day):		
Professional Development (½ or whole day):		
Other:		

Why did you **choose Patricia** and her work in building **everyday resilience at work and home**?

Agreed Fee: \$

Note: Patricia charges \$.49/km if she drives



Organization's GST Exempt # (if applicable)

A. PRESENTATION STYLE

Note: Keynotes typically have both education and entertainment while Workshops Breakout Sessions, PD Events include more content and group participation.

(Indicate **your ideal presentation style**):

- Educate % time:
- Entertain % time:
- Empower % time:
- Encourage % time:
- Acknowledge % time:
- Audience participation % time:

What would make the program a **10 out of 10 success**?

Handouts: If applicable, will your organization photocopy the event handouts? Will you copy in black and white or Patricia's preferred, color? They require different formatting. Forwarding email?

B. THE AUDIENCE

1. Approximate number of attendees? Range of ages?
2. Number of males? Females? Will spouses attend?
3. Names and titles of the **key players** for this event?
4. Who are the **participants**? (education, job titles, volunteers, general public, etc)
5. Is there anything Patricia should know so that she is **sensitive to their situation**?
6. What are your participants' **biggest challenges**?
7. Name one specific task your participants absolutely **dislike**?
8. Specifically, if any, what **changes** are your participants dealing with?
9. At the end of Patricia's presentation what do you want your participants to:
 - a. **Know (learn)**?
 - b. **think**?
 - c. **feel**?
 - d. **do**?
10. Would it be helpful if Patricia spoke to 2 to 5 participants about their **jobs, concerns or challenges**? If "Yes" please provide contact information.

C. THE PROGRAM

1. Who will be available to assist Patricia with **room logistics**? Name?
2. What is the name and email address of Patricia's **introducer**? (Introduction will be forwarded)



3. May Patricia have her products **available** should participants want to continue their learning? She will not sell from the platform.

D. ROOM

1. What kind of room or facility will the event take place?

- Hotel meeting room:
- Conference centre:
- Classroom:
- Auditorium:

2. What will be the seating arrangement?

- Auditorium seating:
- Theatre style:
- Round tables:
- Classroom:
- U shape:

3. If applicable to presentation:

a) Do you have access to an LCD projector (for visual slides) and “technician?” or b) Do you prefer that Patricia provide an LCD projector?

4. For audiences over 50, do you have access to a microphone? Patricia prefers lapel

E. CONTINUAL LEARNING RESOURCES:

1. Are you planning on giving your participants a gift item? Yes: No:
2. Some organizations value their people continuing to learn after Patricia’s sessions. Are you interested in quantity product (books and/or empowerment cards) order prices? Yes: No:

F. TRAVEL AND ACCOMMODATION (If applicable)

1. Arrival airport?
2. Patricia will get to and from airport by taxi, rental car or driver? (Name and phone number)
3. Facility, address and phone number of Patricia’s accommodation? If not billeted who is paying?
4. Emergency and alternate contact name and phone number?

Note: Please forward any printed information you feel would help Patricia understand your group—organization newsletter or brochure as well as announcements, flyers or other promotional materials related to this upcoming event.