

BOOK THE BEST WITH TALENT CONCIERGE

talentconcierge.co | 570.906.4395 | bookthebest@talentconcierge.co

Talent Concierge Pre-Program Questionnaire

We are Talent Concierge, a talent management, media, and branding agency representing **Dr. Vincent**. We work with speakers who contribute a meaningful approach to your event's success. For this to happen, it is important that we receive as much information as possible about your organization and event so we can support you and prepare **Dr. Vincent** to create the best presentation to fit your specific needs.

Help us help you by completing this questionnaire and return with any additional marketing and/or promotional materials (program/event brochure, newsletters, invitations, press kits, etc.) prior to your **first conference call with a member of the Talent Concierge team**. If your promotional material is not available, please complete this questionnaire as thoroughly as possible and follow-up with additional information when applicable. We know your time is valuable and appreciate your attention to detail.

PLEASE NOTE: The information provided should reflect any information listed on the speakers agreement. Any change or addition on this form does NOT constitute a change to the contract and **MUST** be requested and approved in writing by an authorized representative of Talent Concierge. Once your completed questionnaire is received we will schedule a call to discuss this and any other questions you may have. At that time we will also schedule an additional call for you to meet **Dr. Vincent** to review any last minute logistics our speaker should be aware of prior to arriving at the venue. Thank you for your help in making your event a success!

Organization: _____

Address: _____

Website: _____

Date of Dr. Vincent Program: _____

1. Primary contact prior to event:

Name: _____ (Print) Title: _____

Office Phone: _____ Cell: _____

E-Mail: _____

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2. Primary contact during the event (if different than above):

Name: _____ (Print) Title: _____

Cell: _____

E-Mail: _____

LOGISTICAL INFORMATION

1. What is the conference/event theme or focus? _____
2. What is happening immediately BEFORE **Dr. Vincent** presentation? _____
3. What is happening immediately AFTER **Dr. Vincent** presentation? _____
4. What speakers/presenters have presented for you in the past? _____
5. Who else is speaking/presenting at this event? _____
6. How long is **Dr. Vincent** program? _____

AUDIENCE PROFILE

7. Number attending **Dr. Vincent** program: _____. % male _____ % female _____
8. Average age: _____ Age range: _____
9. Who will be attending (i.e., executives, managers, employees (staff), customers, clients)? _____

10. Anything else **Dr. Vincent** should know about this audience? _____

ORGANIZATION OVERVIEW

11. Please provide a brief description of your organization (primary product or service, most important benefits you offer your customers/members, unique features of your service, major competitors, major strengths/weaknesses, major competitors, etc.): _____

12. Who is your organization's target market? _____

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Dr. William (Bill) Vincent's PROGRAM

13. What are your three most important objectives for **Dr. Vincent** presentation?

1. _____
2. _____
3. _____

14. What ideas/skills do you want your group to retain from **Dr. Vincent** presentation?

15. Would you like **Dr. Vincent** to provide you with some free articles and videos that you could share with your audience for several weeks after the event to ensure longer-lasting results? _____

16. Rank in order of importance to your audience: entertainment, content, inspiration.

1 - _____ 2 - _____ 3 - _____

17. Check the top three (3) areas you would like **Dr. Vincent** to integrate into his presentation:

- | | | |
|----------------------------|-------------------|-----------------|
| _____ Personal Development | _____ Persistence | _____ Faith |
| _____ Connection | _____ Purpose | _____ Team Work |
| _____ Risk Assessment | _____ Leadership | _____ Other |

Return completed form by email to:
bookthebest@talentconcierge.co
Questions: 800.863.1771 | Scheduler's #