

**Kathryn Fink, MS, RDN, LD, CEDRD**  
**Professional Motivational Speaker**  
**214-850-9573 fax 972-255-7997**  
**kat@confidenceineating.com www.confidenceineating.com**

## **PRE-PROGRAM SPEAKER REQUEST QUESTIONNAIRE**

*This questionnaire is designed to help me prepare a program that will meet the needs of your group. Please email the completed form to kat@confidenceineating.com. Thank you for your interest.*

NAME OF YOUR GROUP/ORGANIZATION:

PROGRAM/TITLE OF EVENT:

DATE (S) OF EVENT:

PRIMARY TOPIC YOU WOULD LIKE ADDRESSED:

OTHER CONCERNS OR TOPICS YOUR GROUP MAY WANT ADDRESSED:

LOCATION OF EVENT:

AMOUNT OF TIME ALLOTTED FOR MY PRESENTATION:

TYPE OF ROOM:

TYPE OF LIGHTING:

TYPE OF SEATING:    Round Tables            Chairs & Desks            Theater Style Chairs            Other

EQUIPMENT AVAILABLE:    LCD Projector            Overhead Projector            Slide Projector            Other

APPROXIMATE AMOUNT OF PEOPLE EXPECTED TO BE IN THE AUDIENCE:

CHARACTERISTICS OF YOUR AVERAGE MEMBER:

DESCRIBE OTHER MEMBERS OF THE AUDIENCE WHO DO NOT FIT THE DESCRIPTION OF THE AVERAGE MEMBER:

OTHER ITEMS OF INTEREST ABOUT YOUR GROUP I SHOULD KNOW PRIOR TO ADDRESSING THEM:

BUDGET AVAILABLE TO PAY FOR A SPEAKER:

Members may email me any concerns they would like addressed, with all questions treated as confidential, unless stated otherwise. Thank you for this opportunity. I look forward to speaking to your group.