



## PRE-PROGRAM CONSULTATION

In order to ensure an aligned program experience, please take a few moments to complete this form. Answer all questions listed below to the best of your knowledge and as fully as possible. If you feel that a particular question does not apply, please mark the question as "N/A" (non-applicable). In addition to completing this form, please include any information on your group that may better assist us in addressing your needs (e.g., corporate reports, news publications, etc.) **Helanie Scott will personally contact you prior to your event, to discuss the information outlined below.** Return this questionnaire via email to [helanie.scott@align4profit.com](mailto:helanie.scott@align4profit.com) or via fax to 972.712.0822.

Confidentiality Notice: Please note that information provided will only be used for the purpose of aligning our keynote to your event and not for any other purpose.

### Program Information:

Company Name		Meeting Planner Name	
Physical Address		Meeting Planner Title	
Shipping Address (For Materials)		Meeting Planner e-mail Phone #; cell & office	
		Secondary Contact Secondary Contact e-mail	
Website		Secondary Contact phone #	
Nature of your business?			
Please list your Mission, Vision, and Values? (These may be specific to your Company, organization, department or team, whichever is most applicable to the keynote address. Keep in mind that delegates should be able to 'identify' with the listed Mission, Vision & Values). Specifically for all Leadership sessions, please include your company's leadership competencies. (If more convenient please attached your documents)			



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What are the hottest news topics in your organization/industry? (Positive and/or Negative)

If it is your practice to measure employment engagement, please share with us your most recent survey trends (consider employee satisfaction/engagement, customer satisfaction, etc.)

What is the 'objective' of the Meeting and what is it 'titled'?

Is there a 'theme' or 'slogan' of your Meeting? If so, what is it?

What is your objective/s for Helanie Scott's presentation? What would make the presentation meaningful?

### [Program Information continued...](#)

Are there any specific areas of learning that Helanie should focus on or prioritize (e.g., teambuilding, communication, leadership, fun, or entertainment)?

What recent successes has the group/company achieved that can be recognized during this meeting? (within the last 12 months)

What are the key business priorities for your organization for this year/ next year?

What is everybody talking about at the water cooler?

Are there any sensitive issues that should be avoided?



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Please provide the names and titles of some of the key individuals in your organization

Name & Title		Name & Title	
Name & Title		Name & Title	

Describe the hierarchical demographic for this Meeting, i.e., are they Executives, Directors, Manager, Individual contributors, etc.

How many delegates are you expecting? Estimated Male/Female ratio

How would you define the 'segmentation' of this group: e.g., by Business or job function? By Geography or region? Different departments or roles? Different companies or industries? Objective is to understand any 'traditional' or classic "barriers" that may exist between the 'segments'.

Will any business partners, clients, spouses, or other non-employee guests to be attending? Are there any Brand New or Recent New Hires? **Rough % makeup of Male/Female?**

**Other Speakers Presenting**

Speaker		Topic	
Speaker		Topic	
Speaker		Topic	
Speaker		Topic	

Who of the above will be presenting immediately prior to Helanie Scott?



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### Program Logistics:

Event Date		Confirm (Max.) # of Attendees	
Event Location/Address		Duration of Entire Meeting or Conference	
Event On-Site Contact			
Event On-Site Contact phone # and e-mail		Person introducing Helanie Scott	
Keynote Start Time and Duration	45min		
	90min		
Breakout Session Start Time and Duration	3 Hours		
What room specifically within the location will the program be presented?			
A/V technician:		A/V technician's Cell#	
A/V technician – Meeting Point: One hour prior for review of equipment, sequencing, and mike check			
How quickly can we move stage set-up after our program? (Will it interfere with next item on agenda?)			
Airport nearest location			
Transport from airport?			
Estimated distance from airport to location?			
Recommended Hotel (when necessary)			
If an emergency occurs on the way to the site, who would be an alternative contact if you are unavailable? Name & Cell#			

### Post Presentation Added Value:

In order to increase sustainability of the message, Helanie is happy to offer these items. Please check the items below about which you are interested in receiving more information:

- Helanie's book, videos, audio tapes/CDs as attendee gifts.
- A book signing after Helanie's presentation.
- Articles written by Helanie for your company newsletter.
- Personalized e-mail to your attendees post-presentation.

