

# PRE-EVENT

## QUESTIONNAIRE



Event Name:

Date of Event:

- What is the timing for the presentation:  
Approximately from .....am/pm to .....am/pm
- What takes place immediately before and after Claire's presentation?
- Do you have a specific theme for your event/conference?
- What are your specific objectives for the Claire's presentation?
- What current issues/topics should be avoided?
- Who are other speakers on the agenda?
- What professional speakers have you used in the past?
- What do you remember the most, or prefer not repeating?
- Who is the audience attending made of?
- How many are you expecting?

All questions may not apply to your event, so please fill out if appropriate



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