



International Expert on Leadership

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SPEAKING INQUIRY FORM

Please take a moment to respond to this Inquiry so that when we speak, I'm fully prepared to answer your questions and propose the solutions that are best suited for serving you and your organization. If there are any parts that are not applicable, simply indicate that in the space provided. When you finish, you can either fax back to: (314) 677-3509 or you can email it to Aprille@AprilleTrupiano.com. I look forward to working together with you!

Section I: Contacts

Who will my main contact BEFORE the session/meeting/event?

(Please provide the name, email office phone and cell phone so we may be in communication.)

Who will be my main contact AT the session/meeting/event?

(Please provide the name, email office phone and cell phone so we may be in communication.)

Who are the main decision makers for the choice of Speakers at the session/meeting/event?

What are the most critical factors to all decision makers for a successful Speaker selection for the session/event/meeting?

Section II: Logistics

What are the dates of the session/meeting/event?

Is it a session, meeting or event?

Where is the session/meeting/event to be held?

(Please provide the entire address, including Building, Floor, Suite or Room number if applicable)

What is the Start Time?

What is the End Time?

Do you have a preferred booking agency if travel is involved? If so please provide company name, contact name, contact email, contact office phone and contact cell phone (if applicable.)

What is the earliest I may arrive before my presentation?

What is the latest I may arrive before my presentation?

What is the time I'm allotted to speak? (FROM when UNTIL when specifically?)

Section III: Space

What is the setup of the stage?

What is the size of the stage?

Is there a podium? If so, is it immovable?

Will I need to use a microphone?

What kind of microphone is it?

Is it possible to have a lavalier microphone?

(I am extremely prone to talk with my hands and move around the room.)

Where is the microphone located if it is not a lavalier?

How would you describe the lighting in the meeting/event space?

(This helps me design a PowerPoint presentation that is certain to be visible from any seat in the space.)

What A/V equipment is available for our use?

Will someone have extra cables, batteries and the like onsite?

Is there a live Internet connection? If so, is it reliable?

Will there be an Expo area at the session/meeting/event?

Will I have a sales table at the session/meeting/event?

Where will the sales table be located in the Expo area (or in the back of the space)?

If there is not room, where will I display my products and stand at the end of my talk?

Section IV: Event

Does the event have a theme or a slogan?

What is the background of the theme or slogan?

(How did it evolve?)

What are the session/meeting/event outcome objectives?

What do you hope attendees leave with when they walk out of the session/meeting/event?

Is there a third party Promoter for this session/meeting/event?

If so, what are the Promoter's highest intended outcomes?

Would you like me to attend any other meetings/sessions/special events at the meeting/event?

Is this a no cost event to attendees?

Is this a paid event? If so, what is the range of the admission fees?

May I bring an Assistant with me to the session/meeting/event?

If so, will there be a cost for my Assistant to attend?

Is this the first time you've done this session/meeting/event?

If not, whom did you have speaking in the past 3 years?

What is scheduled before and after my presentation?

Will there be a meal served right before, during or right after my presentation?

If so, what is the menu?

(This helps me determine the energy level is likely to be of the attendees.)

Are there other Speakers? If so, are we presenting in the same space around the same time frame?

What other similar topics are on the agenda during the meeting/event?

Who else is presenting?

(This helps me adapt my presentation and my energy level to the audience.)

What is the order of the Speakers, including me?

Will I be expected or allowed to be present while other Speakers are on stage?

Where will I be seated before and after my presentation?

What happens right after I go offstage?

Are Speakers allowed to make a Special Offer?

If so, is there a commission-split expectation with the Speaker?

Am I allowed to offer a drawing to the attendees?

Will I be provided a copy of the attendee list after the event? If so, by when?

What is the usual dress for the session/meeting/event?

Where are the attendees located relative to the stage (or other area) where I will be presenting?

What is the attendees' view from their seats?

Section V: Attendees

Will there be anyone at the session/meeting/event – before, during or after the session/meeting/event – whom I should pay special attention to or be sure to meet?

If so, who is it and what is their position/title/association/relationship with the session/meeting/event?

What should I know about them before we meet?

How will I know who they are?

What is the anticipated number of attendees so we make certain there are enough materials for each person, if applicable.

Who is in the audience?

(For example, what Departments are represented? What levels of Management are attending? Are they typically on a very tight schedule? What's important to them about this session/meeting/event? What's important to them relative to their position and work? Anything that can help me design the perfect dynamics to ensure that everyone has a 5-Star experience.)

What is the typical job description of the audience?

What is the generation of the attendees?

(Baby Boomers, Gen X-ers, Gen Y-ers, etc?)

Are the people in the audience new to the organization/industry/event?

Are the attendees traveling from distant locations to attend? If so, how far?

What kinds of training or programs have the attendees experienced in the past?

Are the attendees *currently* involved in training – external or internal? If so, what are the subject matters?

Is the audience mixed gender? If not, are they all male or all female?

Are the attendees entrepreneurs?

Are the attendees employed by corporations with 50 or more people?

Are the attendees your customers?

Have the attendees already invested with you in some way in the past?

Are the attendees members of your organization?

Are the attendees consultants or independent contractors or employees?

Do the attendees sell products and/or services? If so, what specifically?

Are the attendees from a specific industry or field?

If not, what is the range of industries they represent?

Are there any Sponsors of the session/meeting/event you would like me to thank from the stage?

How tech savvy are the attendees?

Will the audience have laptops with them in the session/meeting/event?

How advanced are the attendees in social media?

What social media sites do the attendees use most frequently?

What do attendees typically walk away saying was the BEST part of the session/meeting/event?

Is there any other information on the audience is helpful for customizing my presentation?

Section VI: Presentation

Will I be able to have a PowerPoint presentation?

(In most cases, I DO use a PowerPoint presentation unless it's absolutely unsuitable.)

Will you provide a remote clicker for my PowerPoint presentation?

Will there be a computer be on stage with me?

Will the screen be behind me or in front of me?

Will there be time for a Q&A during my presentation?

Would you like a copy of my PowerPoint presentation in advance? If so, by when?

Would you like a copy of my handout(s) (if applicable) in advance? If so, by when?

Would you like to share my presentation with the audience?
(I only allow hard-copy distribution without a prior written agreement.)

Would you like to record my presentation? If so, audio or visual? Is it livestream?
(I am certainly open to this and we would need only be clear on the specifics and come to written agreement on that.)

How will the recording(s), audio(s) and/or photo(s) of my presentation be used?

May I record and/or take photos at the session/meeting/event?

Is there anything else that I should be aware of that is vital to delivering a 5-Star experience?