

Event Preparation Short Survey

Fill in the spaces below.

1) NAME OF EVENT:		
2) DATE OF THE EVENT:	TIME:	
3) WHAT IS THE EVENT (RECEPTION, LUNCH, OR DINNER)?		
4) WHO IS THE HOST OF THE EVENT?		
5) WHAT IS THE PURPOSE OF THE EVENT?		
6) IS THERE A RECEPTION BEFORE/AFTER THE EVENT?		
7) WILL ALCOHOL BE SERVED?		
8) HOW MANY PEOPLE ARE EXPECTED?		
9) WHERE WILL THE EVENT TAKE PLACE?		
10) WHICH ROOM WILL IT BE HELD IN?		
11) HOW MANY PRESENTERS WILL THERE BE?		
12) HOW MUCH TIME HAS BEEN SET ASIDE FOR EACH PRESENTER?		
13) WILL THERE BE SOMEONE PRESENTING THE SPEAKER?	Who?	
14) WHO IS THE AUDIENCE (AS A GROUP)?		
15) CAN YOU NAME A FEW OF THE PARTICIPANTS AND THEIR OCCUPATION?		
16) CONTACT PERSON RESPONSIBLE FOR ORGANIZING THE DETAILS:		
17) NAME:	TEL #:	
18) WILL A PROJECTOR BE AVAILABLE FOR A COMPUTER HOOKUP?		
19) IS THERE A PODIUM?	HEIGHT?	LECTERN?
20) WILL A LAPEL FM MICROPHONE BE AVAILABLE?		

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