

Pre-Event Questionnaire

This Pre-Event Questionnaire will enable Dr. Jacquelyn Donald-Mims to fine-tune her presentation to the exact needs of your group. Feel free to skip duplicate answers to previous questions or that are irrelevant to the nature of your event. Your help will increase the value of the presentation to your audience!

You may copy and paste this questionnaire into your word processing program. Or download and print.

Pre-Event Questionnaire

Your Name: _____

Phone: _____

Title: _____

Fax: _____

Company Name: _____

Website: _____

E-mail address: _____

Best time for Dr. Jacquelyn Donald-Mims or Representative to reach you:

I. YOUR PROGRAM

1. What is the meeting theme?
2. What is the specific purpose of this meeting?
3. What type of meeting is it? (annual meeting, awards ceremony, sales kick-off, etc.)
4. Who (if anyone) is on the program just before Dr. Donald-Mims and what is their presentation topic?
5. Who (if anyone) is on the program right after Dr. Donald-Mims and what is their presentation topic?
6. Which company executives and/or industry experts will be speaking at this meeting?

II. THE PRESENTATION

1. What is Dr. Donald-Mims' role in your program (opening or closing, keynote, breakout, etc.)?

2. What are the exact times for her presentation?

Start Time: _____ End Time: _____

* Please send us a copy of the meeting program and agenda so she can see how her program fits in. Thank You!

3. How will most of the audience be dressed?
4. How will the executives be dressed?
5. How should Dr. Donald-Mims be dressed? (business suit; sport jacket/blazer, formal or semiformal other)
6. Who will be introducing Dr. Donald-Mims to your group?
7. What is most important to you concerning the content of Dr. Donald-Mims's program?
(i.e. use of examples, exercises, handout, etc.)
8. What is most important to you in the working relationship with Dr. Donald-Mims?
9. What themes/threads (other than the primary topic of Dr. Donald-Mims's program) would you like to see woven into the program?
10. When your people leave the program, what three concepts/skills/ideas would you like them to have?
 - 1.
 - 2.
 - 3.

III. THE AUDIENCE

1. Number in the audience: _____ Are spouses invited?

2. Male/Female Percentage: M _____ F _____

3. Average age of attendees?

IV. BACKGROUND

1. What separates your high-achievers from the others?
2. What are some of the challenges your organization and your people/members face on a day-to-day basis?
3. What areas of challenge pose the greatest opportunity for improvement?
4. What are the most significant events that have occurred, and that have affected, your industry, organization, or group during the past year? (i.e. mergers, downsizing, etc.)
5. What is the primary product or service that you offer?
6. What are the two most important benefits you offer to your customers?
 - A.
 - B.
7. What are two or three achievements of which your organization is most proud?

Name five key people in your group that will be at the program. With your permission, Dr. Donald-Mims may want to contact them to discover more information about your group.

Name / Telephone #

- 1.
- 2.
- 3.
- 4.
- 5.

V. LEARNING TOOLS

Most audiences want something to help them continue learning after the presentation. What do you prefer?

- Visit our online store for all of Dr. Donald-Mims Howard's titles
- Customized workbook

How do you wish to handle these?

- Purchase at quantity discount to distribute to participants at the event
- Offer learning materials to participants for purchase at the event.
- Let participants order the materials from Dr. Jacquelyn Donald-Mims after the presentation.

VI. LOGISTICAL INFORMATION

1. Hotel Name & Address

Phone:

Fax:

2. Hotel Confirmation Number:

3. Name of meeting room:

4. Into what airport should we schedule Dr. Donald-Mims's flight?

5. How far is the hotel from the airport?

6. How should Dr. Donald-Mims travel to the hotel? (take cab, rental car, driver will pick up, etc.)?

7. Would you like Dr. Donald-Mims to notify someone after she arrives at the hotel? If so, whom shall she contact:

Phone:

8. Contact at meeting site: Name: Title: Phone: On site arrival date:

9. Are there any pre-meeting engagements (i.e. breakfast or lunch)? If so, where and when are they scheduled:

You may copy and paste this questionnaire into your word processing program. Or you can click the following link to open and print Dr. Donald-Mims's Pre-Event Questionnaire.

SPEAKING ENGAGEMENT CONTRACT

FIRST PARTY: Dr. Jacquelyn Donald-Mims

SECOND PARTY: _____, CLIENT

SECOND PARTY/CLIENT agrees to hire and accept the services of FIRST PARTY.

TOPIC: _____

FEE: _____ honorarium, with expenses additional.

DEPOSIT: _____ to be paid upon receipt of this contract.

EVENT / APPEARANCE DATE: _____

DOORS OPEN: _____

SPEAKING BEGINS: _____

EXPECTED AUDIENCE SIZE: _____

APPEARANCE LOCATION: Name of location of event, hotel, etc. _____

Address _____ City _____ State _____ Zip _____

Authorized Client Contact Person Name And Title _____

Mailing Address, Phone & Fax, E-mail & Website _____

Engagement/ Type of Event & Event Title _____

Performance OR Service Booked _____

Time length of Performance Service Booked _____

How many traveling/performing, including names _____

Means of Travel & Transportation _____

Total cost of Booking including Travel Expenses \$ _____

ON SITE CONTACT PERSON FOR EVENING OF PRESENTATION: _____

Signature below indicates agreement with below listed terms and conditions:

LOCATION / TECHNICAL REQUIREMENTS / SPECIAL REQUIREMENTS

Client will provide an appropriate place for the performance/service that is in good physical condition, meets applicable safety requirements and has adequate heating, ventilation, and lighting. In addition, Client will provide technical supplies needed when and if necessary: (Microphones, lighting, chairs, pull down screen, projector), when applicable. Client will allow sufficient time before show/program for sound check with equipment set up.

REPRODUCTION OF PROGRAM

The program may not be reproduced in whole or part, by broadcasting, photographing, videotaping, tape recording, or any other means without the prior written consent of Dr. Jacquelyn Donald-Mims Director, in addendum to this Contract.

PROMOTIONAL MATERIALS

Client shall utilize the information from www.DrDonald-Mims.com to develop promotional materials before day of service via written permission provided by Dr. Donald-Mims's Director in addendum to this Contract. Dr. Donald-Mims may or may not sell T-shirts, calendars, CDs, books, tapes, and souvenirs adhering to the consent of the Client. This can be agreed upon between Dr. Donald-Mims and Client.

SPEAKING CONDITIONS:

Needs audio-visual equipment, including:

- Microsoft PowerPoint compatible projection system.
- Lavalieres Microphone - no cords/wires outside of those attached to clothing
- No audio or video taping allowed without advance written permission
- No home housing accepted

- All airline tickets must be refundable

Deposit - a deposit of 50% of the presentation fee is due from Client at the time that the speaking engagement contract is finalized. The remaining 50% plus travel expenses as outlined below are due upon arrival at the engagement location, before the speaking event begins.

Guaranteed Compensation and Fees - For presentations, Dr. Jacquelyn Donald-Mims' flat fee is \$1,500.00 plus all travel expenses. All fees are based on a 3-hour presentation plus 1 hour question and answer forum following the lecture and one hour book signing.

Expenses - In addition to the fee, Client will arrange, finalize, prepay and verify to/for Dr. Jacquelyn Donald-Mims' expenses in conjunction with the presentation, including air fare, hotel, taxi, car rental, meals, and transfers from airport to hotel to event and parking. Client must finalize and pay for travel related expenses three weeks prior to the event and provide airline tickets and physical documentation to Dr. Jacquelyn Donald-Mims' three weeks prior to the day of the event.

Travel Arrangements - Unless otherwise arranged, SECOND PARTY is responsible for all travel arrangements, including airfare, car rental and hotel accommodations. All airline tickets purchased must be REFUNDABLE.

Printed Material - we must receive any and all printed material on your organization and the event prior to the engagement.

Changes - all changes to a contract must be made in writing.

Cancellation/ BEST EFFORTS

All cancellation notices must be received in writing. If notice is received within thirty (30) days of engagement, full fee is required; if notice is received within thirty-one (31) to ninety (90) days of engagement, the deposit is retained; if notice is received prior to ninety (90) days of engagement, the entire deposit is returned to Client. Dr. Jacquelyn Donald-Mims reserves the right to cancel any engagement at any time as a result of urgent breaking political, security and safety developments. Cancellations initiated by Dr. Jacquelyn Donald-Mims are eligible for full refund of deposit. We reserve the right to cancel this contract at any time for any reason. In the event that Dr. Jacquelyn Donald-Mims cancels this contract any deposits previously received will be refunded within 30 business days.

Dr. Jacquelyn Donald-Mims or Client may cancel this contract only if Dr. Jacquelyn Donald-Mims or Client cannot meet its obligations under this contract because of an Act Of God or other legitimate cause beyond the control of Dr. Jacquelyn Donald-Mims or Client. However, Dr. Jacquelyn Donald-Mims and Client agree to use their best efforts to see that the booking takes place as provided in this contract.

Tax Identification Number Available upon paid booking.

SIGNATURES of Authorized Client and FIRST PARTY director are hereby signed in attestation of full understanding and agreement to all of the above Contract terms:

AUTHORIZED BY:

CONTACT TELEPHONE NUMBER(S):

FIRST PARTY:

(SPONSOR) SECOND PARTY:

Signature/date Dr. Jacquelyn Donald-Mims

Signature/date