

Pre event Questionnaire for Mustapha B. Mugisa's presentation

This pre-event questionnaire is to assist us in helping you make this your greatest event ever! Once completed, return to Mustapha B. Mugisa, via email, mugisa@mustaphamugisa.com or print, complete and call 0414231136 and ask for Godfrey Ssenyonjo to pick the completed form asap!

Event Objectives

Specific objectives for Mustapha's keynote presentation or talk to your event?

1.

2.

3.

How will you measure the success of this event and Mustapha Mugisa's participation?

1.

2.

3.

What topics should be avoided?

1.

2.

3.

What messages would you want emphasized?

1.

2.

3.

AUDIENCE

Number expected to attend? _____ % male _____ % female _____

Job positions? _____

Biggest work-related challenges?

1.

2.

3.

Have you used speakers in the past for this program? What did you like and dislike?

1.

2.

More Audience Information

What makes someone an excellent performer in your industry?

We look forward to making your event a successful one.

Confirm the following information;

1. Do you have any theme for the event?

If yes, what is the theme: _____

2. The date and time of the presentation is _____. However, I am expected to be at the

venue, _____ at exactly: _____ am. Is this correct? _____

3. What is the duration of my presentation? _____

4. I have a photographer to take photos of me while speaking, is that ok with you? _____

5. State any other thing you would want me to know _____

6. Will you give me a copy of the video at the presentation? _____

7. How did you get to know about me? _____

8. Again: what are the top two things you would like the audience to do after Mustapha B Mugisa's talk?

9. When you had the best speaker at your event, what did they do that made you say, they were the best speaker?

10. Who are your key stakeholders you think I should have a chat with prior to the event to ensure I know their exact expectations: please share their contact details?
