

FERNANDO-NAVARRO.COM

PRE-PROGRAM QUESTIONNAIRE:

Please take a moment to answer all applicable questions pertaining to your event so I can meet your objectives and provide you with a customized presentation. After your information is received by e-mail, fax or regular mail, a phone appointment will be scheduled to finalize the details.

PROGRAM: _____

DATE: _____

1. What is the specific purpose/theme of this meeting? (Annual meeting/awards/motivation)

2. What are your specific objectives/results desired from this seminar? What is Fernando Navarro's role?

3. Size of organization (circle one): Large Corporation (500 people or more)
- Mid-size (100-500 people)
- Small group (less than 100 people)

Audience Analysis: # of Attendees _____ Avg. Age _____ % Male _____ % Female _____ % Spouse _____

4. What are 3 things I should know about your group:
1. _____
 2. _____
 3. _____

5. Name of my introducer: _____ Title: _____
Ph#: _____ Fax: _____ Email: _____

6. Exact times of Fernando Navarro's presentation: Starting _____ Ending _____

7. What takes place immediately before/after Fernando Navarro's program? (Speaker/meal/break/close)

8. If there will be another speaker, please indicate person and topic:

9. Describe the most significant changes this group has experienced during the last 12 months.

10. Is there any special jargon or terminology used in your industry that would be helpful to me?

11. Are there any sensitive issues or terms to avoid?

12. If this program could help your group does one thing better in business, what would it be?

13. What are some of the professional challenges they have faced? What are some accomplishments?

14. Will the session be audio or video taped? _____
Whom should I contact to obtain copies? _____ Phone: _____ Email: _____

15. Please send the following information about your company and event if available:

- Meeting agenda/invitation
- Company newsletter/paper/flyer/product brochures
- Industry magazine
- Special promotions/campaigns
- Mission statement/vision
- Annual report/history
- Other important material that might give me a better idea about your company

16. Is there any additional information that Fernando Navarro needs to know?

GENERAL INFORMATION:

Meeting Planner: _____ Phone: _____

Fax: _____ Email: _____

Organization: _____ Company _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact: _____ Title: _____

Phone: (hm) _____ (wk) _____ (cell) _____

Meeting Location/Hotel: _____ Meeting Room: _____

Phone: _____ Fax: _____

Address _____

City: _____ State _____ Zip _____

Witch Hotel would be Fernando Navarro staying at? _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

Will the hotel room be billed to your master account? (yes / no)

Confirmation Number: _____

Please book round-trip airfare from the LAX Airport in coach (Y class), business or first class.
Will you be booking reservations or would you like Fernando Navarro to book travel and bill you?

Closest Airport: _____ Distance to meeting site? Miles _____ Time: _____

How will Fernando Navarro be transported to the event: (rental car, taxi, limo, pick-up service)

to/from airport: _____ to/from meeting: _____
pick-up person: _____ phone: _____ cell: _____

Please mail, e-mail or fax your information to:

Fernando Navarro
928 N Alfred st # 104.

Los Angeles, C.A. 90069

Ph/fax: (323) 654 6343

NavarroDesigner@AOL.com