

Yvonne Ortega

Moving from Broken to Beautiful

YvonneOrtega9@gmail.com * P.O. Box 955; Yorktown, VA 23692

Pre-program Questionnaire

By completing this questionnaire, you will help me create a program specifically for your group's success. Thank you so much.

Name of Planner/Coordinator: _____

Cell Phone Number: _____

Name of the company or organization: _____

Day and Date of the event: _____

Time event starts: _____ Time event ends: _____

Event theme: _____

Goal or objectives for the event:

Attire for the women in the audience: _____

Other speakers, if any, at the event: _____

Street address for the event: _____

City: _____ State: _____ Zip Code: _____

Phone number at the event: _____

Will a meal be served? _____

Will you welcome a guest to sit in the audience? _____

Projected number of adults in the audience: _____

How well do the attendees know one another? _____

General description of the audience: _____

What are their strengths? _____

What are their challenges? _____

What is the background of the attendees on this topic?

Are there any cultural, political or other sensitive issues to avoid? _____

Time Yvonne starts to speak: _____ Time Yvonne ends: _____

Name of the person who will introduce Yvonne: _____

Names of the last three speakers your group/organization has hired:

Because of Yvonne's presentation, what do you want your audience to do:

Your group/organization's website: _____

Mission or philosophy of your group/organization:

Name and phone number of three persons Yvonne can interview prior to the event:

1. _____
2. _____
3. _____

Please email your completed questionnaire to YvonneOrtega9@gmail.com

Thank you so much.

Sincerely,
Yvonne Ortega, DTM