



## Kreek Speak Keynote Pre-event Questionnaire

The information you provide below ensures that Adam will relate most effectively with his audience, present a relevant and engaging keynote and offer maximum value. All information collected is confidential and will not be disclosed with anyone beyond the Kreek Speak team.

Your Organization:		Contact person on site at Event:	
Pre-Event Contact:		Cell Phone # at Event:	
Email:		Arrival Time:	
Phone #:		Departure Time:	
Date of Event:		Address of Event:	
Event Attire:		Presentation Room Name/#:	

### Event Profile and Logistics

Theme of event:

Objective of Event:



What speaker/s presented at this event last year?

Is there a function you would like Adam to attend before or after his presentation?

Yes  No

Will Adam's presentation be video taped?  Yes  No

Do you object to photographs/video being taken for use by Kreek Speak?

Yes  No

Please describe the presentation space. Do you have a picture or a website link?

Who will introduce Adam?

Name:

Title:

Email:



When possible, Adam prefers a wireless clip-on microphone. Will a clip-on microphone be available? Yes No

Will the tools below be available in order for Adam to project his presentation with sound from his laptop computer on stage? Yes No



3.5mm Headphone  
Jack (above)



VGA Cable (Right)

What will take place at the event before and after Adam speaks?

Will Adam present during, before or after a meal?

Will alcoholic beverages be served? Yes No

Will there be other speakers at the event? If so, what topics will they be addressing?



Will there be media present at the event? Yes No

Is it possible for a guest of Adam's to attend his presentation? Yes No

**Audience**

Audience Size: \_\_\_\_\_

% Male: \_\_\_\_\_

% Female: \_\_\_\_\_

Age Range: \_\_\_\_\_

% Francophone \_\_\_\_\_

% Bilingual? \_\_\_\_\_

Will company decision makers be present? Or other notable guests? If so, please provide their names and titles.

Will the audience primarily be comprised of any one cultural or religious orientation?



What do you anticipate the mood of the audience to be? Will they be: energetic, enthusiastic, relaxed tired, irritable, hostile, et cetera?

Is there company specific jargon or lexicon that the audience uses regularly that Adam should be aware of?

Is there any further information that you feel Adam should know about the audience?

## **Presentation**

Presentation Start Time:

Duration: \_\_\_\_\_minutes



Will there be time allocated for Adam to hold a Q & A session after his presentation?

Yes    No

What are your top three objectives for Adam's presentation?

1.

2.

3.

At the end of Adam's presentation, what do you want the team members to think, feel, or do?

Are there sensitive issues or topic areas you'd like Adam to avoid?



Are there key themes your organization would like Adam to communicate?

Please provide percentages of what you would like Adam's presentation to include:

% education: \_\_\_\_\_

% motivation: \_\_\_\_\_

% entertainment: \_\_\_\_\_

What central challenges currently face your industry:

If executives and management could wave a magic wand, what transformation would they wish for?



If your event attendees could wave a magic wand, what transformation would they wish for?

What are the top three hurdles currently facing your organization?

1.

2.

3.

If asked to name three things that cause fear for your event attendees, what would they be?

1.

2.

3.



Who are your top three competitors in your field?

1.

2.

3.

Where does your organization rank?

Are you rolling out a new product/service/initiative at this time? If so, please describe.

If you had a 5% improvement in every attendee's performance, what bottom line increase would you anticipate?



What are the top three time wasters for your executives and management?

1.

2.

3.

What are the top three time wasters for your event attendees?

1.

2.

3.

What speakers or training programs have your company found valuable in the past?

**KREEK SPEAK**  
THE LANGUAGE OF HIGH PERFORMANCE BY **ADAM KREEK**



Is there anything further that you feel Adam should know about your expectations?

Do you have any additional comments, questions or concerns?

Thank you for your time!

Kreek Speak

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