



Pre-Program Questionnaire

Please return to: Lorrie Medford, CN
Life Design Nutrition Seminars
PO Box 54007
Tulsa, OK 74155

Or Fax to: 918-664-0300

Organization: Life Design Nutrition Seminars **Date:**

Contact: Lorrie Medford, CN

Phone: 918-664-4483

This questionnaire is designed to help Lorrie personalize the program to your organization's specific needs and concerns. Please take just a few moments and complete the form and return it to the address above. If you feel you need to give Lorrie more information or would like to visit personally with her regarding specific issues, we welcome your call.

Meeting Goals

What is your organization's mission?

What is the purpose and/or theme of this meeting (annual meeting, awards, etc.)

What are the major goals for the meeting?

What do you perceive to be the greatest needs of your group?

What are the biggest changes, challenges, and fears of your attendees?

What are you particularly proud of as an organization or industry?

Are there any buzz words or technical terms that Lorrie should be aware of?

Are there any taboo topics/issues/ terms that Lorrie should be aware of?

Please send Lorrie a copy of your meeting agenda/invitation, any company newsletters/papers/or flyers, and any special promotional material.



Approach to the Program

Rate the following in order of importance with 1 being most important

Educational _____ Motivational _____ Entertaining _____

What main concept/piece of knowledge or how to do you want the attendees to retain as a result of the program?

How do you want the attendees to feel after hearing Lorrie?

How will you evaluate the success of the presentation?

Audience/Organization Profile

Number attendees for presentation _____

Average age range _____ Average education _____

Experience level _____ Percent of male attendees _____ Percent of female attendees _____

List three important things Lorrie should know about your group

1 _____

2 _____

3 _____

The Meeting

Location: _____ Address _____

Time: _____ Phone number: _____

Type of meeting: Formal banquet _____ Business _____ Business Casual _____ Casual _____

Please include a map or directions to the meeting site.

Travel Information

Airport to arrive at (if applicable) _____

How will Lorrie travel from the airport to hotel and meeting site? _____

Shuttle _____ Taxi _____ Pickup person _____ Rental car _____

Pickup person's name _____

Name of hotel where Lorrie will be staying _____

Address of hotel _____ Phone _____