

# ■ Please Rise ■

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## PROGRAM QUESTIONNAIRE

In order to prepare a program that is tailored to your needs, please take a moment to answer the following questions and return them to me by email to [beau@pleaserise.com](mailto:beau@pleaserise.com). Or by fax: (843) 342-7470.

1. Please state the reason for and the theme of your meeting.
2. Please note specific issues or topics that you think should be discussed during the program.
3. State your specific objective or goal for my part of the program.
4. What are the major responsibilities and roles of the audience members?
5. What do you consider significant strengths of your organization and its people?
6. What areas have the greatest potential for improvement?
7. What is the single most important thought with which your people should leave this meeting?
8. Please provide as much information as possible about your organization to help me increase my understanding. Include recent newsletters, web site address, etc.
9. What current challenges does your organization face?
10. Please elaborate on any questions you feel I should have asked, but didn't.

In order to gain insight into your needs, I would like a fifteen minute interview with a representative who will be attending the meeting.