



# Dr. Anya M. Hall

## Motivational Speaker, Character Coach & Author

### Pre-Event Questionnaire

The pre-program questionnaire is to assist your organization in preparation of Dr. Anya's presentation to your group. Dr. Anya's objective is to meet your specific needs. In order to do this, we need your help! Please answer the questions below to the best of your ability. Feel free to provide any additional support information that will assist us in this effort (i.e. organizational accomplishments, corporate reports, news articles, publications, etc.). Once completed, please return the form to Dr. Anya M. Hall in the manner you wish:

**Email:** anyamillerhall@gmail.com

**Mail:** Dr. Anya M. Hall

P.O. Box 690786

Orlando, FL 32869

If you have any additional questions, please call (321) 287-7391. Thanks!

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#### CONTACT INFORMATION

- Company/Organization:
- Website:
- Your Name:
- Phone:
- Title:
- Email:
- Fax:
- Best time/method for Dr. Hall or a representative to reach you:

#### PROGRAM DETAILS (Please send Dr. Anya a copy of the program, if applicable)

- Budget for Speaker (50% deposit is required to secure date):
- Indoor or Outdoor Event:
- What is Dr. Anya's role in your program? (opening/closing keynote, breakout session, etc.)
- Date:
- Event/Meeting Theme:
- Specific Purpose of Meeting (i.e. annual meeting, assembly, conference, etc):
- What is on the program just before Dr. Anya speaks?
- What is on the program right after Dr. Anya speaks?
- Number of presentations that you want Dr. Anya to deliver?
- Specific start and end times of each presentation:

- What themes/threads (other than the primary topic of Dr. Anya’s program) would you like to see woven into the program?
  
- Sensitive issues that should be avoided:
  
- Are there other speakers on the program? If so, who are they and what are their topics?
  
- When your people leave the program, what three concepts/skills/ideas would you like them to have?
  - 1.
  - 2.
  - 3.

### **AUDIENCE INFORMATION**

- Number of people attending?
- Age range and background of audience:
- How will most of the audience be dressed?
- How will the executives and/or administrators be dressed?
- Is this event voluntary or mandatory for the attendees?
- If mandatory, how receptive are the attendees to the program?
- What challenges are the attendees facing?
- Name any recent accomplishment by the attendees:

### **EDUCATIONAL MATERIAL**

Dr. Anya will make her educational materials available to your audience, so that they may continue the learning process after the presentation. There are two ways this can be arranged. Please check the one that is the most appropriate for your group.

- Group purchase in advance for each attendee, at wholesale price
- Materials made available at the back of the room after the presentation

If you chose #2, please make sure that:

- A table will be made available for Dr. Anyal to place materials for purchase.
- The table is in a prominent place, easily seen and accessible.
- Someone from your group will be available to assist with sales.

## HONORARIOUM

What is the proposed honorarium? \_\_\_\_\_

## LOGISTICAL INFORMATION

Note: An introduction can be provided upon request. Would you like one? **Y / N**

- If the presentation will be video recorded we request that a copy be provided to Dr. Anya after the event.
- Are you able to provide a round trip business or first class airline ticket?
- Are you able to provide a room in a four star hotel?
- Hotel Name, Address & Phone:
- Hotel Confirmation Number:
- Name of meeting room or name & address of event venue:
- Into what airport is Dr. Anya's flight scheduled?
- How far is the hotel from the airport?
- How is Dr. Anya to travel to the hotel? (driver will pick up, take cab, rent car, etc.)?
- Would you like Dr. Anya to notify someone after she arrives at the hotel?

If so, whom shall she contact:

Phone:

- Do you wish for us to organize travel arrangements or yourselves?

**THANK YOU FOR THE OPPORTUNITY TO SERVE YOU!**