



Sean Glaze  
4355 Cobb Parkway (Suite J458)  
Atlanta, GA 30339

Phone: 770-861-6840  
Fax: 866-463-6863

Email: [Sean@greatresultsteambuilding.com](mailto:Sean@greatresultsteambuilding.com)

Dear Meeting Planner -

I love to speak and take my profession seriously. I personally commit to you that I will deliver a professional, engaging, and impactful program. Completion and return of this questionnaire is vital to me delivering the results you desire...

*Thanks for your help in filling this out and promptly faxing/emailing it back!*

MEETING PLANNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Program Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Speaking Fee: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Event to Be Held At: \_\_\_\_\_

Theme, if any: \_\_\_\_\_

Time Slot For Sean's Presentation: \_\_\_\_\_ Length Agreed On: \_\_\_\_\_

Objective of Event: \_\_\_\_\_

Number Expected To Attend: \_\_\_\_\_ Spouses Included? \_\_\_\_\_

Sean's Introducer Will Be: \_\_\_\_\_

Your Organization's Website URL: \_\_\_\_\_

What Will Precede Sean's Talk? \_\_\_\_\_

What Follows It: \_\_\_\_\_

Will Food and/or Drinks be served at the Event? \_\_\_\_\_

Attendees to Recognize? (Birthdays, Employment Anniversaries, etc):  
\_\_\_\_\_  
\_\_\_\_\_

Finish this statement - This event will be a success if Sean gets our people to...  
\_\_\_\_\_  
\_\_\_\_\_

What changes or challenges are your audience members experiencing?

---

---

What are your recent victories as a company/group?

---

---

What exciting or humorous event has happened in the organization in the past few months?

---

---

Examples of Acronyms / Slogans / Humorous Policies in Your Particular Association or Industry:

---

---

Describe the Audience That Will Be Attending:

---

---

Ages: \_\_\_\_\_ Male/Female Ratio: \_\_\_\_\_/\_\_\_\_\_

What are the sensitive or controversial issues / topics NOT to be mentioned?

---

---

To provide the most relevant and impactful message, Sean likes to request the names and contact information of 3 people who will be attending the program to interview

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

If there is a company mission statement or goal that all participants share, what is it?

---

---

Will the room support a Power Point Presentation? \_\_\_\_\_  
(are there blinds on the windows, a clear line of sight to the screen, etc?)

**Please fax completed form to Sean at 1-866-463-6863**

**...or scan & email it to [SEAN@GREATRESULTSTEAMBUILDING.COM](mailto:SEAN@GREATRESULTSTEAMBUILDING.COM)**