



SEANGLAZE
ENTERTAINING - INTERACTIVE - INSPIRING

Sean Glaze
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Dear Meeting Planner -

I love to speak and take my profession seriously. You have my personal commitment that I will deliver a professional, engaging, and impactful program. Thank you for taking the time to complete and return this questionnaire – the information will help me to deliver the results you desire...

EVENT PLANNER: _____ CELL #: _____

Program Date: _____ Beginning Time: _____ Sean's Fee: _____

Name of Organization: _____

Event will Be Held At: _____

Theme, if any: _____

What airport should Sean plan to fly into? _____

If Sean will be shipping books / products to the event, where should they be sent?

Hotel / Organization Name _____

Sent to Whose Attention? _____

Address: _____

Is there a dress code or guidelines for appropriate attire? _____

Time Slot For Sean's Presentation: _____ Length Agreed On: _____

Objective of Event: _____

Number Expected To Attend: _____ Spouses Included? _____

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Sean's Introducer Will Be: _____

Your Organization's Website URL: _____

What Will Precede Sean's Talk? _____

What Will Follow 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:

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Please 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 a few people who will be attending the program to interview:

1) _____

2) _____

3) _____

Will the room support a Power Point Presentation? _____
(screen, projector, blinds on the windows, a clear line of sight to the screen, etc?)

Anything Else you would like Sean to be aware of as he prepares for the event?

Please scan & email this completed questionnaire to:
SEAN@GREATRESULTSTEAMBUILDING.COM