



Preprogram Planner

Help me be prepared to create your great program!

Please answer these questions. The more details you give, the better I will be able to customize this experience.

1. What's the name of your organization?
2. What is the date and time of the presentation?
3. How long will the presentation be?
4. How many do you expect to attend?
5. Who is in the audience: in general and any key people?
6. What is the theme of your meeting?
7. What is your organization's mission statement?
8. What are your objectives for this meeting?
9. What are the current concerns/problems/challenges facing your organization?
10. What sensitive areas should be avoided?

11. What are the unique features of your organization/industry?
12. What will be taking place immediately before/after our program?
13. Who has presented programs for your organization in the past, and what did the programs cover?
14. Who can be contacted in case of an emergency or problem immediately prior to the event?
15. What else should I know about your organization that would make this program more meaningful?

Thanks!

Lynne Franklin

Lynne Franklin Wordsmith
8922 Skokie Boulevard #1
Skokie, Illinois 60077
847-729-5716
lynne@lynnefranklin.com