Devon Harris

Meeting Survey

**(Answer if appropriate - use additional sheets if necessary)**

Client Name: Meeting Date:

**Meeting Goals / Professional Concerns:**

What is your company’s web address?

What does your organization or company do?

What is the purpose and theme of the meeting (sales meeting, incentive trip, *Set No Limits*, etc.)?

What does this theme mean to you?

What are you particularly proud of as an organization or company?

What are the biggest challenges facing your attendees?

Are there any buzzwords or technical terms Devon should be aware of?

If time permits, please send us a copy of your meeting agenda/invitation and any company literature to better acquaint Devon with your organization.

# Audience/Organization Profile

Who are the attendees (management, sales, clients, etc.)?

Number of attendees:

Average age range:

Average education:

Experience level:

% Male attendees:

% Female attendees:

What is the dress for the meeting?

Will spouses be in attendance?

List the three most important things Devon should know about the group:

If Devon could leave your group with two thoughts what would they be?

**The Meeting:**

What should be Devon’s primary objective (motivate, entertain, energize, etc.)?

Who will introduce Devon?

Will Devon be a surprised guest or will his presence be known in advance?

What will be happening on your program before and after Devon speaks?

Any functions (meals, etc.) Devon is required or invited to attend?

Do you want to utilize our video introduction (a 3.5 minute collage of Olympic footage and scenes from the movie *Cool Runnings*)?

Would you like to purchase a copy of Devon’s new motivational book-Keep On Pushing: Hot Lessons From Cool Runnings for your attendees?

Is there anything else we should know in order to present a *gold medal* program for your organization?

Completed by:

Phone: E-Mail: