

Pre-Event Survey

Devon customizes every keynote. Your answers help him understand your organization, your audience and the goals of your event before your prep call. Answer what applies and skip the rest. Type directly into this PDF, or print it and write.

RETURN TO

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1 EVENT DETAILS

Organization name

Website

Event name

Theme or tagline (if any)

Event date

Devon's session time

Time zone

Session length

Venue and city

Format

☐ In person ☐ Virtual ☐ Hybrid ☐ Keynote plus MC

2 YOUR ORGANIZATION

What does your organization do?

What are you particularly proud of as an organization?

What are the biggest challenges facing your attendees right now?

Any buzzwords, acronyms or technical terms Devon should know or use?

3 THE PURPOSE OF YOUR EVENT

What is the purpose of the meeting, and what does the theme mean to your group? (sales kickoff, leadership summit, annual conference, recognition event...)

What should Devon's primary objective be? (tick all that apply)

☐ Motivate ☐ Energize ☐ Build resilience ☐ Strengthen teamwork ☐ Navigate change ☐ Celebrate success ☐ Entertain

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

4 YOUR AUDIENCE

Who will be in the room? *(tick all that apply)*

- ☐ Executives and leaders ☐ Managers ☐ Sales teams ☐ All employees ☐ Clients or customers ☐ Association members
☐ Students

Number of attendees

Typical experience level

Dress code

Guests or partners attending?

The three most important things Devon should know about this group

5 THE PROGRAM

Who will introduce Devon? *(name and title)*

Will Devon be a surprise, or announced in advance?

- ☐ Announced ☐ Surprise guest

What happens on the program right before and right after Devon speaks?

Any meals, receptions or other functions Devon is invited to attend?

Use Devon's introductory video? *(Olympic footage and scenes from Cool Runnings)*

- ☐ Yes ☐ No

Will the session be recorded or livestreamed?

- ☐ No ☐ Recorded ☐ Livestreamed

AV or production contact *(name, email, phone)*

Day-of contact for Devon *(name and mobile)*

Best days and times for your prep call

Copies of *Keep On Pushing* for your attendees?

- ☐ Yes, send details ☐ No, thank you

Is there anything else Devon should know to make this a gold medal program for your group?

6 COMPLETED BY

Name

Title

Email

Phone

Thank you. Please attach your agenda, invitation or any company materials that will help Devon get to know your organization, and email everything to Speaker@DevonHarris.com. Devon will review your answers before your prep call.