

# Harness the **power** within you!

PRESENTED BY BEHNAM BAKHSHANDEH

A Powerful Experience • Empowering Awareness • Long-Lasting Results • Lots of fun!

## Pre Event Questionnaire

Behnam is looking forward to visiting your group and speaking at your event. He would like your help in making this engagement most effective and successful. Please take a few minutes to fill out this pre event questionnaire. This will significantly increase the value of his program by allowing him to deliver a more personal message of productivity, motivation and inspiration.

### A. General Information

**Event** Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: Start \_\_\_\_\_ End: \_\_\_\_\_

Location Name: \_\_\_\_\_ Event Room Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Client** Name: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Client Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_



Providing Leadership Development That Produces Breakthrough Results

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## B. The Program

1. What is the conference / meeting / event theme?

\_\_\_\_\_

2. What is the specific purpose of this meeting? Annual Event, Awards Banquet, Professional Retired, etc. and which year?

\_\_\_\_\_

3. What are your specific objectives for this event?

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

4. State three major points you want emphasized?

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

5. What are the top three challenges your group are currently facing?

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

6. Issues to avoid, if any: \_\_\_\_\_

7. What takes place immediately before and after Behnam's presentation, such as lunch, dinner or another speaker?

Before: \_\_\_\_\_ After: \_\_\_\_\_

8. Who will introduce Behnam? \_\_\_\_\_

His / Her Title \_\_\_\_\_

Would like a short written introduction of Behnam? \_\_\_\_\_

9. Behnam's presentation time: Start \_\_\_\_\_ End \_\_\_\_\_

10. Is there any special attire or theme requirements? \_\_\_\_\_

11. For quality control and copyright concern, we normally do not allow Behnam's presentation to be recorded. If there is a special need for a recording, you must receive written authorization from Primeco Education, Inc. to do so.

Are you requesting permission now? \_\_\_\_\_ For Audio \_\_\_\_\_ Or Video \_\_\_\_\_

12. With your permission, we would like two contact persons from your organization or group that Behnam may personally speak to in order to gain more insight for his presentation.

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **C. Audience Information**

1. Number of attendees \_\_\_\_\_ Are their spouses invited \_\_\_\_\_  
Percentage male/female \_\_\_\_\_ Age range \_\_\_\_\_

2. Who will be attending this event? Executive, managers, employees, clients, community, etc.?  
\_\_\_\_\_

3. What are the major job responsibilities of those in the audience?  
\_\_\_\_\_

4. What three facts should Behnam know about your group before addressing them?  
i. \_\_\_\_\_  
ii. \_\_\_\_\_  
iii. \_\_\_\_\_

5. In addition, please forward any other information regarding your organization and this event, such as brochure, annual report, agenda, literature, promotional material, etc.

## D. Additional Information

1. If the contact person at the event is different from the contact person on the 1<sup>st</sup> page, please provide;

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. If there is an emergency during traveling, who should be contacted?

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Hotel where Behnam will be staying;

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

Distance from Air Port: \_\_\_\_\_ Distance from Event: \_\_\_\_\_

## E. Valuable Resources for Your Group / Event

Behnam's supporting products such as books, audio and video workshops will be available for your audience, team members or group to purchase after his presentation. Behnam always have the list of supporting products and their descriptions available for his audience.

We can arrange this in one of two ways;

A. Group purchase in advance for each attendee at 25% discount price plus cost of shipping. An invoice will be issued to your organization for payment to Primeco Education, Inc.

B. Supporting products will be shipped to the event directly and made available for sale on the back or outside of the event room immediately after Behnam's presentation. In this case;

- I. Behnam needs two 6 feet tables with skirts and chairs available for product presentation and signing his books.
- II. Someone from your organization available to assist Behnam during this time.

Thank you very much for your time to provide us with all above information. We are very looking forward to taking care of you and your event in very professional and memorable manners.

Primeco Education, Inc.