

Pre-event Questionnaire and Agreement of Terms:

Organization: _____

Topic: _____

Location of Event: _____ Time for Speaker: _____

Contact name: _____ Phone Number: _____

1). How many employees/members in your organization? _____

2). Describe the current atmosphere/attitude of your organization:

3). What are the most significant events faced by the individuals in your organization this year?

4). What are some current challenges in your organization or industry?

5). Number expected to attend: _____ Age range of attendee's _____

6). What is an appropriate dress? ___ Business ___ Business Casual ___ Casual

7). Are there any "seeds" you would like planted?

8). Are there any sensitive issues you'd like me to avoid? _____

9). What would you like the audience to do/feel/learn most as a result of my presentation? _____

10). What, if any, "insider information" would give my remarks special meaning for the audience?

11) What has the audience liked/disliked about Speakers in the past? _____

12). What is the mix of the audience? ___ % Men ___ % Women ___ % Front line
___ % Management ___ % Presidents/V.P./CEO

13). May we use program comments or feedback as testimonials? _____

14). Comments or recommendations that you may have for the Speaker:

*Handout materials included in fee. No travel expenses charged if event is within 85 miles of office located in Cedarburg, Wisconsin unless overnight is required or recommended.

Fee Arrangement for 2009 & 2010: Contact me directly for details regarding fees.

- Keynotes / Presentations
- ½ Day Workshop/Seminars
- Full day Workshop/Seminars
- Fees do not include travel expense over 85 miles from office or airfare/hotel/meals.
- Special fee considerations on multiple sessions, example: (Keynote & Breakout)
- Special fee consideration for “Non-Profit” Organizations, Schools and Religion based Associations.

*Please visit: www.larrycockerel.com

To confirm agreement for the date and fee noted, please sign and fax back to, fax# 262.377.2517

Event Date: ____/____/____ Event Fee: \$_____

* Success4u Booklet Series:

Event Coordinator/Contact; (Please print)_____

Authorized signature required to confirm fee agreement:_____

- Fee retainer of \$_____ to hold date and secure agreement
- My mission is to offer motivational, interactive and educational workshops on; Networking, Referral Based Marketing Strategies, Selling Skills, Leadership, and Presentation Skills. My Performance Consulting Services help you maximize your sales and marketing objectives.
- Contact information: Success4u Line: 414.531.7859 or larry@larrycockerel.com

Thank you and I look forward to helping you create a great experience for you and your people.



Sincerely,

Larry S. Cockerel

My Mission is your success™