

## **Lee Warren Pre-Event Questionnaire**

We want your session to be magic!

The following questions will make sure that Lee can deliver a session tailored to the exact needs of your audience, leaving them entertained and with real-world skills that they can apply immediately.

This is a comprehensive list. Feel free to ignore any that are not relevant, and add any extra information that you think is important.

Company/Association Name:

Invoicing Address:

Contact Name on the day:

Mobile phone:

E-mail:

Date of event:

Approx start time for Lee:

Who will introduce Lee on the day?:

Email (for written intro):

Conference/Event Theme:

Length of Lee's Presentation:

What is on the schedule just before Lee speaks?:

What happens on the schedule right after he speaks?

Purpose of this event (team meeting/strategy/awards etc):

Bearing in mind the title of Lee's presentation:

What three things do you think people will most hope to learn?:

- 1.
- 2.
- 3.

What three challenges are people currently facing that they'd like to deal with as a result of Lee's session?

- 1.
- 2.
- 3.

Any other details to make the presentation specific to your group?

Audience number attending:

Typical roles/responsibilities/job titles?:

Any 'internal issues' Lee should know about in advance?

Who are the other speakers and topics?

Speaker/topic

Speaker/topic

Speaker/topic

Any key executives/leaders that will be in Lee's audience:

Any other industry/organisation achievements, problems or challenges that are relevant to the session?:

Will the event be recorded?:

**Please provide:**

Lapel (lavalier) hands-free microphone for Lee

Projector

Screen

**Events out of London**

Nearest rail station/airport:

Recommended/Event Hotel:

Venue Name (if different from hotel):

Address:

Emergency Contact(s):

Name:

Mobile:

Please email the finished form to [lee@invisible-advantage.com](mailto:lee@invisible-advantage.com)

If you have any other queries, call us on 020 3287 3123