

# Caroline Adams Miller

## VIRTUAL QUESTIONNAIRE

Please complete and return this form at least 30 days before event via email to [jamie@adlspeakers.com](mailto:jamie@adlspeakers.com).  
For questions about this form contact Jamie Estes at 614-657-5384.

Organization name:

Event date:

Event name:

Event theme:

What are the three primary objectives of this event?

1 -

2 -

3 -

Caroline wants her presentation to “knock it out of the ballpark” and be a “home run”. At the end of the presentation, what would a “Home Run” look like to you?

Will you be asking for feedback on Caroline’s presentation? (if so, please provide the questions that will be asked)

Number of expected attendees:

Typical attendee job titles, roles, and responsibilities:

% Male / Female attendees:

What is the platform/service that will host the event? What is the log-in information?

Will Caroline’s presentation be live or pre-recorded?

If live, please provide the color of the backdrop that will be used.

If prerecorded, format needed?

Time of Caroline’s Presentation (include time zone):

Duration of Caroline’s presentation:

Will a rehearsal be required?

If so, please provide the details:

Please sign and return Caroline’s **Video Release Authorization Form with the questionnaire if you are recording.**

To personalize and brand Caroline’s presentation for your event, please return a high-resolution company or event logo, full color and transparency in a png or eps format, with the questionnaire.

Name and title of the moderator?

Who is the primary contact for Caroline’s participation?

Name/Title:

Phone:

Cell Phone:

Address:

City/State/Zip:

Email:

What is the event website?

What social media accounts want us to tag as it relates to this event (i.e. – Facebook, Twitter, etc.)?