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**VIRTUAL PRE-EVENT QUESTIONNAIRE**

**Please complete and return this form at least 30 days before your event via email.**

**GENERAL INFORMATION**

Date of Event:

Event Name: **[Enter Event Name]**

Organization Name:

Number of Attendees:

What is the website address for the event?

What is the theme of the event?

Number of expected attendees: **[Enter Number]**

Typical attendee job titles, roles, and responsibilities:

Are there any Restrictions, Buzz Words, Acronyms that Caroline should be aware of?

Meeting Attire:

What is the platform/service that will host the event? **[Enter Platform]** What is the log-in information? **[Enter Log-in Information]**

What social media accounts do you have set up for this event (i.e. – Facebook, Twitter, etc.)? Are there any hashtags to be included? Are there any restrictions around sharing this event on social media and/or using your brand name in marketing? If yes, please indicate restrictions:

**PRESENTATION INFORMATION**

What are the three primary objectives of Caroline’s presentation? What do you want attendees to walk away with from Caroline’s presentation?

1 -

2 -

3 -

Caroline wants her presentation to be a “home run.” At the end of the presentation, what would a “home run” look like to you?

Will you be asking attendees for feedback on Caroline’s presentation?
If so, can you provide the questions you will ask?

Will Caroline’s presentation be live or pre-recorded? **[Enter Answer]**

 If prerecorded, format needed? **[Enter Format]**

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

Duration of Caroline’s presentation:

Will a rehearsal be required? If so, please provide the details: **[Enter Details]**

Presentation PowerPoint Information:

* Is there a required PowerPoint template?
* Indicate the PowerPoint format you are using – 4:3 (standard) or 16:9 (widescreen):
* Do you need Caroline to send her PowerPoint ahead of time? If so, by what date?

**Please sign and return Caroline’s Video Authorization Form with the questionnaire if recording. Please return a high-res company or event logo in jpeg or png format with the questionnaire if you would like Caroline to brand this presentation.**

**KEY CONTACT INFORMATION**

Who is the meeting contact?

Phone: Cell Phone:

Name/Title:

Address:

City/State/Zip:

Email:

Who is the Moderator? **[Enter Name and Title of the Moderator]**

Who is the Day of Contact?

Phone: Cell Phone:

Email:

AV Check Date/Time:

Presentation Time and/or order: