



Dr. Monikah Ogando

CLIENT QUESTIONNAIRE FORM

If you have any questions, please contact us:
404.465.4169

DUE WITHING 72 HOURS OF SIGNING SPEAKING ENGAGEMENT CONTRACT

Please Complete and Return to: CEO Mastery, Inc. * 125 Towne Park Drive, Suite 300 * Kennesaw, GA 30144 or by fax: 305.397.0373 or by email: support@monikahogando.com

1) Your Complete Information:

Name: _____
Organization: _____
Tel (____) _____ - _____ Fax (____) _____ - _____ Email _____
Mailing Address _____ City _____ State _____ Zip _____
Emergency Number (in case of emergency and Dr. Monikah needs to reach you) (____) _____ - _____

2) Program Information:

Date of Dr. Monikah's Speaking Engagement _____ Start Time _____ End Time _____
Meeting / Program Objective(s): _____

Name and title of Dr. Monikah's introducer: _____
Location of Speaking Engagement: _____
Would you like a set of promotional materials for the talk(s)? _____ YES _____ NO
(Many groups prefer to make and use their own materials)

3) Audience:

Size of Audience: _____ Men % _____ Women % _____
Age Range: _____ to _____ Spouses present? _____ YES _____ NO
Share more about your organization and who will be attending (i.e., business of organization, titles of participants, work they do): _____

What is your target market? _____

Who in the audience should Dr. Monikah take special note of?
Name: _____ Reason: _____
Name: _____ Reason: _____

List three (3) important things Dr. Monikah should know about this audience
1. _____
2. _____
3. _____

List what you are most proud of as it relates to this audience: _____

What are some specific examples of what your people (or you) do that go “beyond the call of duty” in the area Dr. Monikah is discussing? Please list any names Dr. Monikah may use as examples and why:

What is the biggest frustration you face on your job (they face on their job) that relates to my topic?

List the biggest challenge facing this audience/industry: _____

Why did you choose Dr. Monikah for your program? _____

Given Dr. Monikah’s area of expertise, what thoughts would you like conveyed to your audience by her? (i.e. main concept, information, “how-to-knowledge”, etc.) _____

And how do you want the attendees to feel after hearing Dr. Monikah? _____

How will you evaluate the success of the program Dr. Monikah conducts? _____

Who else is speaking at this event? _____

Who spoke last year and what did you like most and least? _____

What is happening before Dr. Monikah speaks? _____

What is happening after Dr. Monikah speaks? _____

Are there any buzzwords or terms Dr. Monikah should be aware of? _____

Would you like Dr. Monikah to participate in any scheduled functions? ___ Yes ___ No

If yes, time: _____ Location: _____

Event: _____ Dress: _____

Please give names and phone numbers for the following persons affiliated with your organization who can discuss with Dr. Monikah issues, challenges, solutions and good news about your organization

CEO/President/Div. Head _____ Phone: _____

HR Director: _____ Phone: _____

Other Key Person: _____ Phone: _____

4) Travel:

What airport will Dr. Monikah fly into? _____

How far is the hotel from the airport? _____

Name of person who will pickup Dr. Monikah from airport: _____

Cell #: _____

Hotel Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Hotel confirmation # _____

(Some groups have Dr. Monikah rent a car for convenience - Groups cover all rental car expenses for duration of stay.)
If you want Dr. Monikah to rent a car, please EMAIL DRIVING DIRECTIONS from _____ airport to the hotel
and driving directions from the hotel to location(s) of the talk(s) to: support@MonikahOgando.com
***** NO AIRPORT SHUTTLES, BUSES, VANS Permitted for distances over 15 minutes *****

5) Venue Logistics:

Site Name: _____

Site Address: _____

Site Telephone: _____ Fax: _____

Name of meeting room: _____

The audiovisual person is: _____ Phone: _____

The room set up person is: _____ Phone: _____

THEATER STYLE is the preferred meeting room arrangement

Dr. Monikah's audiovisual needs are:

- a. Headset cordless microphone preferred – cordless lavalier is second choice
- b. LCD projector and screen

6) Special Considerations:

Please list any special considerations regarding your audience of which Dr. Monikah should be aware:

All information is kept confidential. It is our pleasure to work with you.