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**PRE-PROGRAM QUESTIONNAIRE**

In order for me to fully prepare for your program, please take some time to answer the following questions. The more details you give, the better I will be able to customize a program for you.

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| 1. Name of Organization and website if applicable: |
| 2. Contact person name, phone, email: |
| 3. Time, date, and location of desired booking (If dates are flexible, please include scheduling preferences): |
| 4. Composition of audience: |
| 5. Number of expected attendees: |
| 6. Length and depth of program desired (If this is flexible, please include your initial thoughts): |
| 7. Program topic area(s) of interest: |
| 8. What is your organization’s mission statement? |
| 9. Does your meeting have a theme or overall objective? |
| 10. What are the current concerns or challenges facing your organization? |
| 11. Are there sensitive areas that should be avoided? |
| 12. What are the unique features of your organization or industry? |
| 13. What will be taking place immediately before or after our program that I might reference during our program? |
| 14. Who has presented programs for your organization in the past, and what did the program cover? What stood out as what you liked or disliked about those programs? |
| 15. Who will be the contact person in case of an emergency or problem immediately prior to the event? |
| 16. Who are other key people who will be in the audience? |
| 17. Describe any wellness-related programs or services available to your group. (This is very important for me to know so details are appreciated.) |
| 18. What else should I know about your organization that would make this program more meaningful? |

*Thank you for taking the time to fill out this questionnaire! Please return completed form via email to cathy@InspiringVitalityNow.com*