

Help Greg prepare a great program to fit the needs of your group by completing the PPQ. The purpose of this questionnaire is to increase the value and effectiveness of the program for the attendees. You may skip any questions that don't apply to your group.

Using your "Save As" function, assign a new name to the document (we suggest using the event name and date; e.g., Event\_Name\_2022.01.01.pdf). Once complete, please save and email it back (along with a copy of the **Meeting Agenda** and any event promotional materials) to Claire ([claire@gregbellspeaks.com](mailto:claire@gregbellspeaks.com)).

When preparing for an event, the more information you can provide Greg, the better. Please include any information that you think would help Greg understand your organization, employees, product/service, and industry. Your responses will be held in confidence.

This might include any of the following:

- new employee packet
- annual/community report
- newsletters
- employee or customer surveys
- advertising, product literature & other promotional materials
- trade publications
- current articles about your industry
- any press about your organization



**Email us:**

[info@gregbellspeaks.com](mailto:info@gregbellspeaks.com)



**Call us:**

877.833.3552 – toll free  
503.963.8817 – Portland area



**Write us:**

7327 SW Barnes Road #524  
Portland, OR 97225



**; YhgcWJU:**

Facebook: [facebook.com/gregbellspeaks](https://www.facebook.com/gregbellspeaks)

Twitter: [@gregbellspeaks](https://twitter.com/gregbellspeaks)

Instagram: [@gregbellspeaks](https://www.instagram.com/gregbellspeaks)

\*Please follow us and use on promotional material.

# MAIN CLIENT CONTACT INFORMATION

Organization or Group: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Twitter account: \_\_\_\_\_ Hashtag used to promote event: \_\_\_\_\_

# THE EVENT

Date of Greg's program: \_\_\_\_\_  
Event start date and time: \_\_\_\_\_ End date/time: \_\_\_\_\_  
Greg's program start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Keynote topic: \_\_\_\_\_  
Breakout topic (if applicable): \_\_\_\_\_  
Breakout start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Event/program theme: \_\_\_\_\_  
Dress code for attendees:  Formal  Semi-Formal  Business  Business Casual  
Who will introduce Greg? Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Please download the introduction at [www.gregbellspeaks.com/s/Greg-Bell-Introduction-2019.pdf](http://www.gregbellspeaks.com/s/Greg-Bell-Introduction-2019.pdf)  
What happens just before Greg speaks? \_\_\_\_\_  
What happens right after Greg speaks? \_\_\_\_\_  
If books are included for your attendees, would you like to schedule a book signing with Greg (ideally immediately after Greg's program)?  Yes  No What time? \_\_\_\_\_ Where? \_\_\_\_\_

# LOGISTICS

Event location: \_\_\_\_\_ Meeting room: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Website: \_\_\_\_\_  
Where should Greg park? Is a permit or payment required? \_\_\_\_\_  
Closest airport (if event is outside of Portland, OR): \_\_\_\_\_  
Recommended or event hotel (we will make reservations for Greg): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Website: \_\_\_\_\_



## INDUSTRY DETAILS

In a sentence or two, please describe the "state" of your industry:

---

---

---

---

---

---

---

---

---

---

What's going well?

---

---

---

---

---

---

---

---

---

---

Significant trends?

---

---

---

---

---

---

---

---

---

---

## ORGANIZATION DETAILS

What's going well?

---

---

---

---

---

---

---

---

---

---

Where are there opportunities for improvement?

---

---

---

---

---

---

---

---

Significant events (mergers, relocations, etc.):

---

---

---

---

---

---

---

---

Organization mission statement:

---

---

---

Keywords or phrases you use frequently:

---

---

Main products and/or services:

---

---

Describe your average customers:

---

---

List any major competitors in your industry: \_\_\_\_\_

What are the biggest challenges your organization is facing?

---

---

---

---

What organizations or leaders do you look up to as a model of “best practices?”

---

---

---

Have the audience members been through any training programs?

---

---

---

How does your group stand out?

---

---

---

List speakers who were a big hit with your group: \_\_\_\_\_

How will you know if Greg’s program was a success with your group?

---

---

---

---

Please provide the names and contact information of the following people affiliated with your organization who may discuss what’s going well for your organization, opportunities and session goals.

CEO/President/Dept. Head:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

HR Director:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Key Contact:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about Greg?

- Speaker’s Bureau     Heard Greg Speak     Website     Read a Book or Article by Greg  
 TEDx Program     PBS Special     Word of Mouth     Other: \_\_\_\_\_

## DAY OF EVENT CONTACTS

### Primary Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Secondary Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### AV/IT Contact for venue:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Address to Ship Materials (if event is outside the Portland, OR metro area):

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Shipping instructions: \_\_\_\_\_  
Date materials needed by: \_\_\_\_\_

## OTHER TOOLS + RESOURCES

### Wristbands

Wristbands are included complimentary for attendees and they should be distributed at each seat before Greg's program. We will either ship in advance or Greg will bring with him to the A/V check time.

### Reinforcing the Message

Greg has two books, *WaterThe Bamboo®: Unleashing The PotentialOf Teams&Individuals and What's Going Well?*, which many groups purchase as continued learning resources and complements to the presentation. We also have Water The Bamboo vases that can be used as part of the table decoration and a gift for attendees.

Would you be interested in discussing this option?    Yes    No

### Newsletter

Greg publishes a valuable semi-monthly newsletter, designed to provide personal and professional development. To sign up your group for the free newsletter, please send a list of email addresses to [claire@gregbellspeaks.com](mailto:claire@gregbellspeaks.com). We have a strict privacy policy and recipients may unsubscribe at any time.

### Water The Bamboo Leadership Development System

Through the *Water The Bamboo Leadership Development System*, Greg Bell partners with your leadership team over the course of a year by providing a blend of content and facilitation to bond, engage, and help your team increase strategic focus, effectiveness, and create a culture of engagement.

Would you like to learn more about Greg's Leadership Development System?    Yes    No

CONFIDENTIAL

7 of 7

# GREG BELL