

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).

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



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
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: _____

AUDIO/VISUAL + ROOM SETUP

Greg will bring his **Mac laptop (HDMI)** for the program. Please confirm you will provide the following:

- Wireless lapel mic LCD projector (**HDMI compatible**) & screen
 Backup laptop Audio patch for video sound Name tags

What is the room setup (i.e., theater, rounds, etc.)? _____

Greg will need access to the room approximately 45 minutes before participants arrive to set up and test equipment and sound. What is the A/V check time? _____

Please download the Audio/Visual requirements at www.gregbellspeaks.com/s/Greg-Bell-Room-and-AV-Setup.pdf

Reminder: Recording Greg's programs in any form is not allowed unless you have received prior written permission from GregBell Consulting.

AUDIENCE PROFILE

Number of attendees: _____ Female %: _____ Male %: _____

Age range of attendees: _____

Average educational background: _____

Average length of employment/association with organization: _____

Is attendance: Voluntary Mandatory Will spouses attend? Yes No

What separates your high-performance people from others?

Other relevant information that Greg should know about the audience:

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. 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

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GREG BELL

INSPIRING BREAKTHROUGH RESULTS, ONE AUDIENCE AT A TIME.