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**Pre-program Questionnaire**

**Organization:**

**Date:**

**Program Title**

**This questionnaire is designed to help me prepare the program specifically suited to the needs and goals of your agents. Please take a few minutes to answer the questions and then return to my office no later than 3 weeks prior to the event.**

**Thank you for your assistance. I look forward to making your program memorable.**



**General Background**

- a. Is this part of a Meeting or Conference?**
- b. How many people will be in the audience?**
- c. Please share any information about local marketplace that would be valuable for me to know?**
- d. Are there any sensitive issues to avoid?**
- e. Is there any other information you think I should know?**

**Thank you for your assistance.**