



Speaking Profile Sheet for Hosts

To help us better understand your group and to customize our presentation, please fill out this profile.

(Please skip the questions that don't apply to your group.)

Please either email it to us at Audra@Greg-McCann.com or Greg@Greg-McCann.com

Host:

Phone:

Organization:

Date of Speech:

Host Profile

1. What would be a win for you and your group? What would make this presentation mean something for everyone? What are your expectations?
2. Can we provide you with any marketing materials/articles to help promote your workshop?

Audience Profile and Culture:

1. Since we don't know your members, tell us about their personality. Help us understand your relationship and history with this group.
2. What is the size of the expected group? Any special attendees Greg should pay attention to or be aware of?
3. How long has the group existed? How long have most been members? What do you think is the main reason they continue to participate?
4. What has helped them connect to speakers in the past (humor, stories, practical advice)? What has not worked well?
5. Do they like breakout group activities, cases, or exercises? Are they prone to ask questions and interact?
6. How have you promoted this workshop, what reactions have you gotten, and what do you think is drawing them to this presentation?
7. Anything else Greg should know about your group?

Time and Setting:

1. What time would you like Greg to be at the speaking location?
2. What time is Greg scheduled to talk? How much actual speaking time can he count on (net of breaks, introductions, announcements, etc.)?
3. Are there any breaks needed during Greg's talk? Is this at a set time or flexible?

4. Can you tell us about where the talk will occur? What is the room/table set up? (Rounds are preferable where possible.)
5. What is the suggested attire?
6. Regarding the introduction, who will be introducing Greg? (We will send you/them an introduction.)

A/V Requirements

1. Since this is so vital and often beyond our control, can you please provide the contact info for the A/V person who is responsible for setting up?
2. What time/date can we check the A/V to test the presentation? If possible Greg would like to walk through the set up once beforehand.
3. To help make the technology as effortless as possible, below are the items that Greg needs:
 - ___ Wireless lapel microphone
 - ___ Remote slide changer*
 - ___ Laptop (with PowerPoint software installed)*
 - ___ Screen/projector/cords to view the presentation
 - ___ Table for accessories – such as the laptop, notes, glass of water

**Greg can bring these items if needed.*

Greg likes to engage the audience fully during the workshop. For the set-up of the speaking area, he prefers to look towards the audience at all times. Having a table where he can organize his presentation items in front of him is the best way for him to present and maintain eye contact.

Few special notes: Greg likes to move around the room, so a podium is not necessary. Also, if possible place the audio speakers so they won't pose a feedback problem when he walks around the stage/audience.

Travel

1. Airport - Which airport is the best to fly into?
2. Hotel – Which hotel do you recommend? Will you book the hotel or would you like us to reserve it?
3. Travel to the hotel - How long is the drive? Do you recommend using a taxi service, hotel shuttle, or rental car?
4. Travel to the speaking location - How will it take Greg to get from the hotel to the speaking location?

Looking Ahead

1. What future events/workshops would you like to see? What is your group interested in?
2. Evaluations – Do you ask your group to fill out an evaluation? We thrive on feedback and can provide a sample if needed.
3. Would you be willing to provide a testimonial after the completion of the workshop? We would like to possibly use it on our website or in email communication with others. If you feel so inclined we would love a referral/testimonial on LinkedIn.
4. Would you be willing to act as a referral to others as needed? We would provide your name and contact info to other interested hosts. (You can let us know your thoughts on this after the workshop.)
5. Would you like us to provide external evaluation (letter, phone call, etc.) of this event to your supervisor on how well the event was carried out?

I look forward to your answers and please don't hesitate to ask more of me if any questions arise.

Thank you for your help towards a great workshop!