



LIMITLESS MASTERY

MELISSA ALUNA SOLANO

PRE-PROGRAM QUESTIONNAIRE

Melissa Aluna wants to contribute in a meaningful way to your event’s total success. Therefore, it is important that she receive as much information as possible about your organization and event so she can create the best presentation to fit your specific needs. Please complete this questionnaire and return with any additional marketing promotional materials (program/event brochure, newsletters, invitations, press kits, etc.) **prior to your first conference call with Melissa Aluna**. If all information is not available, please complete as thoroughly as possible and follow-up with additional information. We appreciate your time and attention to detail. We know your time is valuable. Thank you so much for your help.

PLEASE NOTE: A change or addition on this form does NOT constitute a change to any agreed upon contract and MUST be requested and approved in writing by the speaker.

Organization: _____

Address: _____

Website: _____

Date of Program: _____

1. Primary Contact Person prior to event:

Name: _____ Title: _____

Office phone: _____ Cell phone: _____

Fax Number: _____ E-mail: _____

2. Primary Contact Person at the event (if different than above):

Name: _____ Title: _____

Office phone: _____ Cell phone: _____

Fax Number: _____ E-mail: _____

LOGISTICAL INFORMATION

1. What is the conference/event theme or focus? _____

2. What is happening immediately BEFORE Melissa’s presentation? _____

3. What is happening immediately AFTER Melissa’s presentation? _____

4. What speakers have you had in the past? _____

5. Who else is speaking at this event? _____

AUDIENCE PROFILE

- 6. Number attending the program: _____ % male _____ % female
- 7. Average age: _____ age range: _____
- 8. Who will be attending (i.e., executives, managers, employees, community, clients)? _____

- 9. Spouses invited? _____
- 10. Anything special needs of the audience? _____

ORGANIZATION OVERVIEW

- 11. Please provide a brief description of your organization or company’s (personal mission, company vision, what do you offer, unique features of your service, your major strengths/weaknesses, etc.): _____

- 12. Who is your organization’s target market? _____

- 13. What are your three most important objectives for presentation?
 - a. _____
 - b. _____
 - c. _____
- 14. What ideas/skills do you want your group to retain from the presentation?

- 15. Would you like Melissa Aluna to provide you with some free articles and videos that you could share with your audience for several weeks after the event to ensure longer-lasting results? _____
- 16. Rank in order of importance to your audience: education/mentoring, personal development coaching, holistic wellness services
1 _____ 2 _____ 3 _____

17. Check the areas you would like Melissa Aluna to integrate into her presentation:

<input type="checkbox"/> leadership	<input type="checkbox"/> relationships	<input type="checkbox"/> self mastery	<input type="checkbox"/> cooperative teamwork
<input type="checkbox"/> change	<input type="checkbox"/> organization	<input type="checkbox"/> accountability	<input type="checkbox"/> authenticity
<input type="checkbox"/> core value	<input type="checkbox"/> performance	<input type="checkbox"/> attitude	<input type="checkbox"/> life balance
<input type="checkbox"/> spirituality	<input type="checkbox"/> communication	<input type="checkbox"/> stress, crisis	<input type="checkbox"/> other

Completed by (signature): _____

Printed Name: _____

Title: _____

Company: _____

Phone: _____ **Email:** _____

Date: _____

Please return this form by email to:
limitlessmastery@gmail.com