



Speaking Engagement Questionnaire

This questionnaire will help Matina tailor a presentation to suit your specific needs.

Key Details

Company:

Function:

Presentation Date:

Contact person:

Contact Phone:

Contact email:

Other Details

1. What is the purpose of the function?
2. Is there a theme/title for the event? Is there a colour theme for event?
3. What is your specific objective(s) for Matina's presentation?
4. What do you hope the audience will gain from the presentation?
5. Any sensitive issues to be avoided?
6. Any other points you believe would be useful background information?
7. Timings for Matina:
 - Suggested arrive time?:
 - Start presentation?:
 - Finish?:
8. Who is the Master of Ceremonies (Name & Title please)?
9. Number of attendees?
 - Are partners invited?
10. Average age of audience:
 - Percentage male/female?:
11. General description of the audience:
12. Any VIPs/dignitaries attending?



13. Who will be the senior people at the function?
14. Have professional speakers been used at recent events - who?
15. Who else is speaking at this event other than internal staff?
16. What format will the room be (eg theatre, classroom, banquet style)?
 - If possible, please send a copy of the floor plan including the stage and screen position.
17. Will there be a stage or raised platform?
18. Contact for audio visual/tech?
19. Screen slide ratio? (eg 16:9, 4:3 etc)
20. Will there be a stage monitor (for Matina to view)?
21. Dress code (eg business, casual, black tie/formal)?
22. Transport arrangements to and from the venue?
23. Contact for emergencies (please include mobile phone number)?
24. Contact person on arrival at the venue?
25. What time will the function area be available for Matina to check equipment?



26. To reinforce the impact of Matina's presentation, many organisations choose to present their delegates with a copy of her book "*Caught in the Crossfire*". Special rates apply for bulk orders.
 - Would you like to pre-purchase copies of Matina's book?
 - Would you like Matina to have copies of her book available to sign and sell at the function?
27. If possible, please provide a schedule for the entire function?
28. Are there any social media channels for your event that you would like Matina to comment on?
29. Any other relevant details?

Please email the completed this form directly to: matina@matinajewell.com

Tech Rider: Please note that Matina will require (i) lapel microphone, (ii) projector/screen (preferably set to 16:0) and (iii) loud audio to play video clips in her presentation.