

# PRE-PRESENTATION FORM

SPEAKER: JACLYN ROWE

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Please complete and e-mail or fax to Jaclyn Rowe at 573.438.6501.

Company/School/Church Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

DATE of Presentation/Workshop: \_\_\_/\_\_\_/\_\_\_ TIME of Presentation/Workshop: \_\_\_\_\_

Where in the building/on campus will the presentation take place? \_\_\_\_\_

Will there be a microphone available? (If audience is 40+) \_\_\_\_\_

*(Wireless handheld preferred)*

Are there any special time restraints, schedules, or agendas in place for the day? If so, please include details. *(Itinerary or Agenda attached is acceptable.)*

\_\_\_\_\_  
\_\_\_\_\_

Do you have a budget in place for this event? \_\_\_\_\_

***The following section is meant to assist Jaclyn in the planning and preparation for your presentation or workshop. Any information you can provide will be helpful to guarantee the most successful presentation possible for your audience.***

Who will attend? \_\_\_\_\_

How many audience members are expected? \_\_\_\_\_

What is the demographic makeup of the audience?

Age range: \_\_\_\_\_ Gender: \_\_\_\_\_ Education: \_\_\_\_\_

Cultural Mix: \_\_\_\_\_

What is the life of the audience like from day to day?

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What frustrations are they experiencing?

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What new trends or changes are happening in their work/school/church environment now?

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What are the sensitive issues? Are there controversial issues that should be avoided?

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**What is the main purpose or mission you want to get across through this presentation/workshop?**

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What is the meeting theme or slogan used by your company/school/church?

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To your knowledge, has the audience been introduced to the topic of the personalities before?

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Please suggest three presentation titles or ideas that might be compelling to your audience.

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How do you want your audience to feel when they leave Jaclyn's presentation?

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**What other information might be helpful for Jaclyn to know?** \_\_\_\_\_

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**Please send Jaclyn Rowe the following:**

- An agenda or itinerary for the day/workshop.
- List of others who will speak before or following Jaclyn.
- Any additional questions, comments, or concerns you have.