

# ANDY CORE'S PRE-EVENT QUESTIONNAIRE

## EVENT DETAILS

Presentation date(s)	
Organization	
Event venue & location	
Meeting theme	
Andy's presentation title(s)	
Time/length of Andy's presentation(s)	
# Attendees? M/F% Age range	
What happens right before I speak	
What happens right after I speak	
Appropriate dress for presentation	
Introducer's name & email	
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## TRAVEL DETAILS

Andy's event contact name & mobile#	
Hotel name, contact info & confir #	
How will Andy be transported to/from airport?	
How will Andy be Transported to/from venue?	
Airport/Airport code for event location	
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## PRESENTATION CONTENT

What is the one thing that you would you like the attendees to do, think, or feel differently as a result of my presentation?	
Sensitive issues that should be avoided?	
Anything else Andy should know?	