**PRE-EVENT QUESTIONNAIRE**

\*Please completely fill out the form below and return to info@LaShondaRenea.com

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| --- | --- |
| **Company/Association:**(Please provide information about company) |  |
| **Company/Event Website:** |  |
| **Contact’s Name & Title:** |  |
| **What is your role with planning the event:** |  |
| **Contact’s Address/City/State/Zip:** |  |
| **Contact’s Email:** |  |
| **Contact’s Phone:** |  |
| **Event location- (City/State/Venue)** |  |
| **What is the Date of the Event?** **What Date & Time would LaShonda Renea Speak?** |  |
| **Purpose of the meeting/event:** |  |
| **Demographic and Profile of Group(s) to be spoken to:** |  |
| **What is your speaker budget?** **Is travel/lodging included for the speaker PLUS one assistant? What is the closest airport? Will ground transportation and meals be provided?**(LaShonda Renea travels from Durham, NC) |  |
| **Would you like for LaShonda Renea to do a book signing at the event? How many people will attend? Are you interested in pre-ordering books?** |  |
| **What exactly would you like LaShonda Renea to do (ie. Keynote, conference workshop, private business seminar)? Is there more than one appearance requested? What topic would you like her to address?** |  |
| **How long would the presentation last?** |  |
| **Additional Comments:** |  |

**www.LaShondaRenea.com**