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**Event Questionnaire-College Student Programs**

Name of Organization:

Format of presentation (workshop, presentation, seminar):

Date & Time of Event/Location:

Title of Program or Topic:

What time does Susan speak?

Who will introduce her?

How long is her presentation?

Will you provide an LCD projector and screen for PowerPoint?

Is there a podium and/or microphone?

Room layout:

Final headcount in Susan's event:

Are there other speakers?

Please provide email address so we can send a bio, intro and headshot.

Can Susan bring company brochures?

Contact person/phone # and email:

The fee that your organization will pay Susan for this presentation: \$

In 1-3 lines, please explain the goal of this presentation?

What is the age range and make-up of the audience (women, freshmen, alum?)

Why are you bringing Susan to speak to this group?

List 3 specific challenges/concerns the students about this topic.

What do they care about that should be tied into this program?

How will you know this program has been a success?