



Pre-Program Cost Sheet

This form will be used to plan and customize a program that will be successful for your function. In addition, this same form will be used to give you a price quote for the program.

Name _____ Phone Number _____

Address _____ E-Mail _____

Title _____ Fax _____

City _____ State _____ Zip _____ Name of Organization _____

- 1) What are your specific objectives for this program?
- 2) What will be the demographics of the audience? (size of group, ages, special interests, cultural background)
- 3) What are some of the challenges that are faced by the people who will attend this session?
- 4) What type of program do you desire?
 - A) Workshop with written exercises
 - B) Motivational/Inspirational Speech
 - C) Instructional Presentation
 - D) Keynote Speaker
 - E) Training/Analysis
 - F) Other
- 5) Please add any suggestions that will make this program successful for your company, business, and/or organization?
- 6) What is the date of your function?
- 7) How long do you wish for this program to be?
- 8) What is the theme of this function?
- 9) Where is the location of the program?
- 10) What type of function are you having?