

PRE-PROGRAM QUESTIONNAIRE FOR ASTRONAUT RICK SEARFOSS
“LAUNCH YOUR LEADERSHIP!”

VENUE LOCATION (NAME, ADDRESS, PHONE NUMBER, SPECIFIC ROOM):

CONTACT INDIVIDUALS (NAME, TITLE, PHONE, EMAIL, COMPANY WEBSITE)

PRIOR TO MEETING:

AT EVENT:

ACCOMODATIONS (IF DIFFERENT FROM VENUE – HOTEL NAME, ADDRESS, PHONE, CONFIRMATION NUMBER)

GROUND TRANSPORT TO/FROM AIRPORT:

DETAILED SCHEDULE (DATE, TIME, DURATION, TIME ROOM AVAILABLE FOR A/V CHECKOUT):

ATTIRE:

TYPE OF EVENT:

WHO WILL INTRODUCE (NAME & TITLE) RICK:

AUDIENCE COMPOSITION (SIZE, AGE RANGE, GENDER MIX, JOB BACKGROUNDS):

MEETING TITLE AND THEME:

BRIEF ORGANIZATION DESCRIPTION:

ORGANIZATION VISION/MISSION/GOALS:

ORGANIZATION CULTURE AND RECENT EVENTS:

INDUSTRY TRENDS/NEWS:

CURRENT ORGANIZATIONAL CHALLENGES:

KEY TAKEAWAY INFORMATION/EXPECTATIONS/DESIRED ACTIONS FOR YOUR TEAMS AND INDIVIDUALS FROM RICK'S PRESENTATION: