

1. Name of organization:
2. Date and time of presentation:
3. Is presentation in person, virtual or hybrid?
4. Composition of audience and number of attendees?
5. Length of presentation:
6. Is there a theme?
7. Organization mission statement:
8. Objectives of this meeting:
9. What members of the executive team will be attending my program:
10. Current concerns/problems/challenges facing your group:
11. Any sensitive areas to be avoided:
12. Unique features of your organization:
13. What will be taking place immediately before/after our program:
14. Who can be contacted in case of an emergency or problem immediately prior to the event?
15. What other key people will be in the audience:
16. What else should I know about your organization that would make this program more meaningful?