

# Pre-Event Questionnaire for Keynote Speaker Matt Brauning

## Event Details:

What is the name of the event? \_\_\_\_\_

What is the date of the event? \_\_\_\_\_

What is the theme of the event? \_\_\_\_\_

## Presentation Timing:

Which day and date is Matt's presentation?  
\_\_\_\_\_

What time does Matt's presentation start and End?  
\_\_\_\_\_

## Objectives and Audience Insights:

What are the primary objectives you want to achieve with Matt's presentation?  
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How many attendees are expected? \_\_\_\_\_

Can you provide a general demographic breakdown of the audience (e.g., age range, professional background)? \_\_\_\_\_

## Sensitive Topics:

Are there any sensitive topics or issues that should be avoided during the presentation?  
\_\_\_\_\_

## Event Schedule:

What event or activity is scheduled immediately before Matt's presentation?  
\_\_\_\_\_

What event or activity is scheduled immediately after Matt's presentation?  
\_\_\_\_\_

## Other Speakers:

Are there any other outside speakers who will be on the program? Who?  
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Is there anything specific about these speakers that Matt should be aware of?  
\_\_\_\_\_

**Venue Details:**

*What is the name and address of the venue where the event will be held?*

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*In which room will Matt be speaking?* \_\_\_\_\_

**Logistical Contact:**

*Who is the main point of contact for logistics on the day of the event?*

\_\_\_\_\_

*Please provide the contact details (cell phone and email) of the main logistical contact.*

\_\_\_\_\_

\_\_\_\_\_

**Assistant and Liaison:**

*Will Matt have a dedicated assistant or liaison during the event?* \_\_\_\_\_

*If yes, what is the contact information of the assistant or liaison?*

\_\_\_\_\_

**Technical Setup:**

*What type of microphone will be available for Matt? (e.g., lapel, headset, handheld, etc.)*

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*Is there a dedicated AV team? And Will Matt's laptop connect on stage or in the back of the room?* \_\_\_\_\_

*Is there a scheduled AV check? If so, when and where will it take place?*

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**Additional Activities:**

*Are there other activities where Matt's participation is expected?*

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*Please describe any panels, workshops, or additional sessions where Matt will be involved.*

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**Promotional Activities:**

*Is Matt permitted to promote or sell his books or other educational materials during the event?*

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*If yes, what is the protocol for selling or promoting these materials at the event?*

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