

# Pre-Event Questionnaire for Keynote Speaker Jesse Mogle

## 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 Jesse's presentation?  
\_\_\_\_\_

What time does Jesse's presentation start and end?  
\_\_\_\_\_

## Objectives and Audience Insights:

What are the primary objectives you want to achieve with  
Jesse's presentation?  
\_\_\_\_\_

How many attendees are expected? \_\_\_\_\_

Can you provide a general demographic breakdown of the  
audience (e.g., age range, professional/academic background)?  
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### **Sensitive Topics:**

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

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### **Event Schedule:**

What event or activity is scheduled immediately before Jesse's presentation?

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What event or activity is scheduled immediately after Jesse's presentation?

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### **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 Jesse should be aware of?

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## 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 Jesse be speaking?

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## Logistical Contact:

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

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

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## Assistant and Liaison:

Will Jesse have a dedicated assistant or liaison during the event?

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

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## Technical Setup:

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

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Is there a dedicated AV team? Will Jesse's laptop connect on stage or in the back of the room?

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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 Jesse's participation is expected?

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

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## Promotional Activities:

Is Jesse 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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**Space for additional information:**

