

Own Your Story, Own Your Success!

Be Bold
Be Brilliant
Be Seen

Speaking Your Truth by Mary Liu
will help you navigate the journey from
shame and secrets to brilliance and success!



Mary Liu

Pre-Program Questionnaire

Contact Information

Your Name (required)*

Your Title (required)*

Company Name (required)*

Your Email Address (required)*

Phone Number (required)*

Your Cell Number (for on-site use) (required)*

Event Information

Event Name:*

Event Date(s):*

Event Theme:*

Event Location:*

Number of Attendees:*

Type of Speaking Engagement:

- Conference Keynote
- Breakout Session
- Interactive Workshop
- Other

Date(s) of Program:*

Time of Program:*

Title of Program:*

Amount of Time Mary will speak?*

Who will introduce Mary? (intro will be sent):*

Transportation/Lodging Information

What airport should Mary fly into?

Ground Transport. How Should Mary get to your venue?

- We'll arrange a car service
- Taxi
- Rental Car

Nearest Hotel for Mary to Stay at, if needed:

Will you be making the hotel arrangements for Mary?

Room Set up

Room Name (Location):

How will attendees be seated?

- Classroom Style
- Round Tables

- Theater Style
- On Their Bottoms

Is there a stage area? If so, can you describe?

If using Power Point, where is the screen located?

Audience Info

How many people in the audience?

Demographics: % of Women:

Demographics: % of Men:

What will they be wearing?

- Business Attire
- Business Casual
- Casual

General age of audience:

Please describe audience make-up: Executives, middle management, administrative professionals, clerical, entrepreneurs, business owners, etc.

Any jargon or catch-phrases for this group I should know?

What are the 3 most important things you want attendees to take away from my presentation?

Anything else I need to know to make this an incredible success?

Other Program Info

Are there any events the night before?

What takes place immediately BEFORE the session (another speaker, meal, break)?

What takes place immediately AFTER Mary's presentation (another speaker, meal, break)?
If yes, how long?

Will audience members be eating during presentation?

Other Speakers / Topics at Event:

Is there anything Mary should know but didn't ask? Anything you need? Anything else to insure this is an incredible event?

**Thank you for taking the time to complete this form.
It helps make the event a great success!**