

Wimbrey Training Systems
8708 Wood Fell Ct. Dallas, Texas 75249
1-800-505-7851 or Fax 1-800-505-7851
www.JohnnyWimbrey.com

MEETING INFORMATION

Company Name: _____

Address & Location _____

Date: _____

Day: _____

Time: Beginning _____ AM/PM Ending _____ AM/PM

Number of Attendees: _____

1. Who will attend?

What is the demographic makeup of the audience?

Age _____ Sex _____ Average Income _____

Education: _____

Cultural Mix: _____

Other Relative Information:

Should the message be targeted to one group in preference to another? Yes/No

If yes, which one? _____

What is the life of the audience like during the day-to-day business?

What frustrations do they experience in their work?

What new trends or changes are happening in their industry now?

MEETING INFORMATION continued

What are the sensitive issues? Are their controversial issues that should be avoided?

2. What is the biggest challenge your company is facing today?

3. What is the purpose or mission of your company?

4. What is the meeting theme or slogan used by your company?

5. What industry jargon do you want interjected during the presentation?

6. What three points of information do you want the speaker to address for this particular meeting?

7. What other information might be helpful for the speaker to know?

8. Please suggest two or three speech titles or ideas that might be compelling to your audience?

9. How do you want your people to feel when they leave the speaker's presentation?

10. Please send Johnny D Wimbreys Enterprises the following:

- An agenda of the meeting
- Relevant past meeting brochures
- List of others who will speak before Johnny Wimbreys

**Contact: Wimbreys Training Systems at 800-505-7851 for availability and bookings:
Email: speak@johnnywimbrey.com**