



Kenston J. Griffin

Dream Builders Communication, Inc.

Pre-Program Questionnaire

This pre-program questionnaire is to assist Dream Builders Communication, Inc. (DBC) in preparation of Kenston’s presentation to your group. Kenston/DBC objective is to meet your specific needs. In order to do this, we need your help! Please take a few moments to answer the questions below to the best of your ability. Feel free to provide any additional support information that will assist us in this effort i.e. corporate reports, news articles, publications, etc. Once completed, please return the form to DBC, Inc. in the manner you wish:

Fax: 704-595-1736

Email: info@kenstonjgriffin.com

Mail: Dream Builders Communication, Inc.

8801 J M Keynes Dr. Ste #260

Charlotte, NC 28262

If you have any question, call 1.877.595.1735. Thanks!

General Company Information

Complete Official Company/Association Name:

Other name or acronym the company/group uses:

Mail Address:



Phone: _____ Fax: _____

Email: _____ Website: _____

Presentation/Program Specifics and Objectives

Conference/Program Theme:

Specific Presentation Title:

Date: _____ Start Time: _____ End Time: _____ Length: _____

For all day training: When do you prefer the breaks/lunch to occur? _____

What happens on the program immediately before and after he speaks? (lunch, another speaker, etc.)

Before _____ After _____

Who will introduce Kenston? _____ Title _____

Business Phone: _____ Mobile Phone: _____ Email: _____

Specific purpose of this meeting (awards banquets, annual meeting, training, etc.)

What are your specific objectives for this event?

Logistics

Will this presentation be taped? Y/N Audio _____ Video? _____



Audio/Video Contact:

Name: _____ Business Phone: _____ Mobile Phone: _____

What will the tapes be used for?

(Please remember, you must receive written permission from us to do so.)

Kenston/DBC will make there educational materials available to your audience, so that they continue the learning process after the presentation. There are three ways this can be arranged. Please check the one that is the most appropriate for you group.

1. Group purchase in advance for each attendee, at special group rate.
2. Materials made available at the after the presentation.
3. Brochures to order.

If you chose #2 please make sure that:

Nothing will be scheduled immediately following Kenston/DBC presentation for at least twenty minutes.

A table will be made available for Kenston/DBC to place materials by the exit door or just outside the room.

Someone from your group will be available to assist with sales.

Attendee/Audience Profile

Number attending? _____ % male: _____ % female: _____

Average age _____

Who will be attending this event (executives, managers, employees, clients, community, etc.)



What are the names and titles of your top executives who will be at the meeting?

Is there Kenston/DBC should know about the audience before addressing them?

Travel Information

Best airport to arrive at: _____

Recommended/Event hotel: _____

Address: _____

Phone: _____

How will Kenston/DBC Trainer be transported from the airport to the hotel?

If picked up, company/contact name: _____

Business Phone: _____ Mobile Phone _____

Venue name (if different from hotel): _____

Address: _____

Phone: _____

Location at the site, room, etc: _____

Emergency contacts:

Name: _____ Title: _____

Business Phone: _____ Mobile Phone: _____

Name: _____ Title: _____

Business Phone: _____ Mobile Phone: _____



Thank you again for this opportunity to serve you.
