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**CLIENT QUESTIONNAIRE**

**🙫**

Dear Client,

Please use this questionnaire to give us the information we need to craft a brilliant, custom-tailored speech for you. Bear in mind that we never use pre-existing templates or “stock” speeches to create our clients’ scripts; so the more information — and the more ***detailed*** the information — you give us, the more unique, personalized, and effective your speech will be.

In filling in those questions that ask for written answers, ***please be as complete and as detailed as possible***. And don’t worry a bit about your own writing skills: That’s ***our*** job. All we need from you are the “facts,” in your own words, in any style you care to use — complete sentences, bullet-points, whatever you’re most comfortable with.

By following these important guidelines, you’ll avoid the need for us to contact you for further details or information, and thus avoid the added cost that such communications entail. However, if you would prefer to have a phone consultation with your speech writer, we can make that happen. You can purchase this additional service, Short and Sweet Consultation, for $39.95 by selecting this on the order form under Additional Services.

**CLICK HERE TO BEGIN THE QUESTIONNAIRE**

1. Please indicate the nature or type of event for which this speech is required.

**O** Award/recognition ceremony

**O** Birthday/communion party

**O** Business/corporate meeting/event

**O** Club/association/organizational meeting/event

**O** Dedication ceremony

**O** Family/school reunion

**O** Funeral/memorial/commemoration

**O** Graduation/commencement ceremony

**O** Holiday party/celebration

**O** Political campaign/nominating speech

**O** Religious ceremony/observance

**O** Retirement ceremony/farewell address

**O** Wedding/anniversary ceremony

2. This speech will be presented in the: **O** Morning **O** Afternoon **O** Evening

**CONTINUE**

**[AWARD/RECOGNITION CEREMONY]**

Name of competition/event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of award (if named): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/promoter of competition/event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Style of award: **O** Certificate **O** Money/Savings Bond/Gift Card **O** Plaque **O** Trophy

First & last name of recipient/honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First names of parents of recipient/honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Significant others attending ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other notable past recipients (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us any other important details about the award/event or the recipient’s*

*Involvement with it; please also include whatever personal information about the re-*

*cipient, such as his/her personality, hobbies, interests, accomplishments, and so on):*

**CONTINUE**

**[BIRTHDAY/COMMUNION PARTY]**

First & last name honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age of honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First names of parents of recipient/honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Significant others attending ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us some personal details/memories/stories about the honoree (for example,*

*his/her personality, hobbies, interests, accomplishments, and so on):*

**CONTINUE**

**[BUSINESS/CORPORATE MEETING/EVENT]**

Name of company/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type/nature of event:

**O** Keynote address

**O** Sales meeting

**O** Technical paper/presentation

**O** Title of paper/presentation (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O** Progress report/informational meeting

**O** Training/instructional meeting

**O** Workshop/seminar/webinar

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us as many details about the event or this speech as you can, as for example*

*the event’s or the speech’s purpose or objective(s):*

**CONTINUE**

**[CLUB/ASSOCIATION/ORGANIZATIONAL MEETING/EVENT]**

Name of club/association/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this an IRS 501(c)(3) entity? **O** Yes **O** No

Name of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type/nature of event:

**O** Officer’s nomination address

**O** Officer’s acceptance address

**O** Committee meeting (name of committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Membership meeting

**O** Recognition event (name of honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Toast/roast (name of honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Training/instructional meeting

**O** Workshop/seminar/webinar

**O** Informational meeting

Frequency of event: **O** Weekly **O** Monthly **O** Quarterly **O** Semi-annually **O** Annually

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us any other vital details about the event or this speech, as for example*

*its purpose or objective(s; please also include whatever personal information about*

*the nominee, such as his/her personality, hobbies, interests, accomplishments, etc.):*

**CONTINUE**

**[DEDICATION CEREMONY]**

Name of company/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity being dedicated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be an unveiling of a plaque or cornerstone? **O** Yes **O** No

Will there be ribbon-cutting? **O** Yes **O** No

Name of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other speakers to be introduced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us as many details about the event or this speech as you can; and if a plaque*

*or cornerstone is to be unveiled, please include the complete text here:*

**CONTINUE**

**[FAMILY/SCHOOL REUNION]**

Name of family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many generations of the family will be in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which reunion no. will this speech commemorate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/position of speaker (if appropriate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us as many details about the family or school convening for this reunion*

*as you can, as for example important historical milestones, funny stories, famous alums*

*and so on:*

**CONTINUE**

**[GRADUATION/COMMENCEMENT CEREMONY]**

First & last name honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First names of parents of recipient/honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to honoree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker is the: **O** Valedictorian **O** Salutatorian

Title/position of speaker (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of speech (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Significant others attending ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us some personal details/memories/stories about the honoree or the speak-*

*er (for example, his/her personality, hobbies, interests, educational accomplishments,*

*and so on):*

**CONTINUE**

**[HOLIDAY PARTY/CELEBRATION]**

Holiday/occasion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of other speaker(s) to be introduced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us an idea of what you’d like to accomplish with or include in this speech,*

*for example, any special recognitions to be given or any funny/touching stories from*

*previous celebrations:*

**CONTINUE**

**[POLITICAL CAMPAIGN OR NOMINATING SPEECH]**

This is a:

**O** political campaign speech

**O** nominating speech

**O** Nomination-acceptance speech

Office being sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of constituency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term of office being sought: **O** 1 yr **O** 2 yrs **O** 4 yrs **O** 6 yrs **O** Other: \_\_\_\_\_\_\_\_\_

Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of speaker (if other than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s relationship to candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party affiliation of candidate:

**O** Democrat

**O** Republication

**O** Non-partisan

**O** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us an idea of the candidate’s credentials for this office and the platform he/*

*she would pursue if elected:*

**CONTINUE**

**[RELIGIOUS CEREMONY/OBSERVANCE]**

Religion of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type/nature of event:

**O** Sermon/teaching/lesson

**O** Baptism (name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Bar/Bat Mitzvah (name of celebrant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Funeral oration (name of deceased & age at death: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**O** Deceased is survived by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Name of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/position of speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us any other vital details about the event or this speech, as for example*

*the speech’s purpose or objective(s), any scriptural verses you’d like to include, the*

*background of the honoree or the deceased, and so on:*

**CONTINUE**

**[RETIREMENT CEREMONY/FAREWELL ADDRESS]**

Job/post from which honoree is retiring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/group/ organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last name of retiree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Speaker (if other than the above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to retiree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name of retiree’s spouse/significant other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Significant others attending ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us some personal details/memories/stories about the retiree (for example,*

*his/her personality, hobbies, interests, educational and professional accomplishments,*

*and so on):*

**CONTINUE**

**[WEDDING/ANNIVERSARY CEREMONY]**

Type/nature of event:

**O** Wedding

**O** Anniversary (year no. \_\_\_\_\_\_\_\_)

First & last name of bride/wife: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last name of groom/husband: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last name of best man: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last name of maid of honor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last names of parents of groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First & last names of parents of bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to the newlyweds or couple being honored: \_\_\_\_\_\_\_\_\_\_\_

Significant others attending ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature/composition of audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give us some personal details/memories/stories about the bride and groom (for*

*example, their his/her personalities, hobbies, interests, educational accomplishments,*

*occupations, how they met, humorous stories about their courtship, and so on):*

**CONTINUE**

**ADDITIONAL INFORMATION ABOUT THE SPEAKER**

1. What is the speaker/presenter’s experience at public speaking?

**O** Very Little/No Experience **O** Some Experience **O** Very Experienced

2. What is the speaker/presenter’s confidence level in public speaking?

**O** Little/No Confidence **O** Some Confidence **O** Highly confident

3. Is English the speaker/presenter’s native language? **O** Yes **O** No

4. With which other language(s) is the speaker/presenter familiar: \_\_\_\_\_\_\_\_\_\_\_

5.

**CONTINUE**