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|  | **1. To what size group will the speech be delivered?**  I need two speeches: One for an opening dinner the night before the conference: 250 people;  And an opening address at the conference : 500 people |
|  | **2. The speech will be delivered to a group made up of mostly?**  (Doctors, nurses, hospital staff Hospital Board members, community people |
|  | **3. Where will the event be held? Dinner at a Hotel, conference at Hamilton College** |
|  | **4. What kind of speech do you want?** (Open funny,. Strong message that we are the quality healthcare givers trusted by our patients; inspirational; hopeful |
|  | **5. Is there a key person(s) to whom the speech will be given? Tell us their name(s) and a little about his/her personality. No** |
|  | **6. Please share information about events or memories you have together that you would like mentioned in the speech.** |
|  | **7. What do you want your audience to think or feel as a result of experiencing your presentation? That they are important.** |
|  | **8. Is there an action that you would like your audience to take as a result of experiencing your presentation? Continuously improve and show you care** |
|  | **9. What is your deadline for delivering the speech?**  **One week** |
|  | **10. Finally, please provide your speechwriter with any additional information you would like to have included in your speech. Include all information you feel is essential to your speech.** |