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| **1. To what size group will the speech be delivered?**  **Large (100+ people)**, Medium (50 to 100 people), Small (25 to 50 people), Intimate (1 to 25 people) |  |
| **2. The speech will be delivered to a group made up of mostly?**  (**Family, Friends, Colleagues**, Business Associates, Employees, Clients, Media, Invited Guests, Crowd, Specific Ethnic Group, Children, Congregation, Teenagers, or other) |  |
| **3. Where will the event be held?**A hotel ballroom I believe. |  |
| **4. What kind of speech do you want?** (**Funny,Sentimental Heartwarming**, Informative, Informative, Poetic, Serious, Dramatic, Story telling, Professional presentation, **Combination of one or more styles**) |  |
| **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.**The groom Mike.  Mike is one of the smartest people I've ever known.  He's also "Never Wrong" (insert sarcasm).  More about him is outlined in the document linked above. |  |
| **6. Please share information about events or memories you have together that you would like mentioned in the speech.**Please see linked document. |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation?**I want them to laugh and feel sentimental at the same time. |  |
| **8. Is there an action that you would like your audience to take as a result of experiencing your presentation?** |  |
| **9. What is your deadline for delivering the speech?**The wedding is next Saturday, May 4th. |  |
| **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.** |  |