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| 1. **To what size group will the speech be delivered?**

About 250 -300 people |  |
| 1. **The speech will be delivered to a group made up of mostly?**

Our speech will be delivered to our most honored customers. They are all in the technology field and have contributed their time to be leaders of a local user group or presenters at the conference. Most of the audience is made up of accountants, technical users, or developers. They are all great public speakers and community leaders.  | B |
| 1. **Where will the event be held?**

The event will be held in Phoenix, AZ at the Vig Fillmore. I have copied the invitation below.When:  Oct 14, 2018 from 6:00 PM to 9:00 PM (MT) Join us to celebrate YOU during this appreciation and awards reception! As volunteers for your community, you graciously contribute your time, talents, and knowledge to the User Group, and that is something worth celebrating! At this exclusive, invitation-only reception, we will be recognizing our Gemstone Award Winners, Chapter Award Winners and the first-ever Channel Marketing Alliance Brooke Webb Smith Memorial Award. Arrive around 6:00 PM to enjoy some networking, food, and refreshments. The awards program will begin at 7:00 PM, with time after allowing you to catch up with your Summit friends until 9:00 PM. A roundtrip shuttle service will run from the Phoenix Convention Center from 5:45 PM to 9:30 PM. The Vig Fillmore is a short walk from downtown hotels. This is a special invitation only event, please RSVP only for yourself.We look forward to celebrating with you! LocationThe Vig Fillmore606 N 4th AvePhoenix, AZ 85003  |  |
| 1. **What kind of speech do you want?**

I am not great at delivering humor so I would like some humor but it can’t rely on perfect timing of a punch line. It should be light in nature as it is a Sunday night before a very busy week. But mostly it should make the audience feel appreciated for all the hard work they do.   |  |
| **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.**  |  |
| 1. **Please share information about events or memories you have together that you would like mentioned in the speech.**

I believe I could fill in some stats, like:You delivered over 50,000 hours of educational trainingYou delivered over 800 webinars to over 5000 peopleYou delivered conferences to over 11,000 peopleI would also share 1-2 stories of fun things the chapter team did like raise funds for tots for kids, or celebrated a meeting at a Yankees game |  |
| 1. **What do you want your audience to think or feel as a result of experiencing your presentation?**

I want the audience to feel appreciated for what they have done, and inspired to continue to donate their time |  |
| 1. **Is there an action that you would like your audience to take as a result of experiencing your presentation?**

To want to earn a higher award at the next years event |  |
| 1. **What is your deadline for delivering the speech?**

It needs to be finalized by Oct. 7  |  |
| **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 y** |  |