

**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 com-plete 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.

 **[GRADUATION/COMMENCEMENT CEREMONY]**

First & last name honoree: \_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Name of Speaker: Marvin Johnson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of speaker to honoree: \_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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\_ University graduates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*There is no specific honoree for this graduation. This is a University graduation and I will be one of the student speakers as I am graduating also. I would like the speech to be motivational to the other graduates and to the entire audience. I would like a couple of motivational quotes and to have an ending that would be memorable to the entire audience. There will be a couple of thousand individuals at the graduation.*