**1.** **What is the date of the event? 11/8/18**Please provide the full name (first and last) of the subject of the speech (If there is a person/people being directly honored...I.e. wedding, anniversary, award, bar/bat mitzvah, retirement, etc, please provide full names of all main honorees).**New Medical Staff/Retiring Medical Staff Reception**

**2. What is your relationship to the person to whom the speech is being presented? I am the boss.**

**3. What is your location/time zone?** EDT
If there is other pertinent location information needed, please provide.

**4. To what size group will the speech be delivered?** 250
Large (100+ people), Medium (50 to 100 people), Small (25 to 50 people), Intimate (1 to 25 people)

**5. The speech will be delivered to a group made up of mostly?** Doctors Board members and families
(Family, Friends, Colleagues, Business Associates, Employees, Clients, Media, Invited Guests, Crowd, Specific Ethnic Group, Children, Congregation, Teenagers, or other)

**6. Where will the event be held? MWPI an art museum.**

**7. What kind of speech do you want? Some humor, thank docs for choosing MVHS to start their carreres, thank docs with 25 years of service for their perseverance and dedication and retiring docs for their services and wish them well in retirement.**
(Funny,Sentimental Heartwarming, Informative, Informative, Poetic, Serious, Dramatic, Story telling, Professional presentation, Combination of one or more styles)

**8. 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**

**9. Please share information about events or memories you have together that you would like mentioned in the speech. Tough being in healthcare.**

**10. What do you want your audience to think or feel as a result of experiencing your presentation? Feel thanked, the families feel their recognized doc was appreciated; that they made the right choice.**

**11. Is there an action that you would like your audience to take as a result of experiencing your presentation? New docs work together; retiring docs continue to interact.**

**12. What is your deadline for delivering the speech? 11/5/18**

**13. 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.**