**1.** **What is the date of the event?**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).

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

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

**4. 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)

**5. 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)

**6. Where will the event be held?**

**7. 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)

**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.**

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

**10. What do you want your audience to think or feel as a result of experiencing your presentation?**

**11. Is there an action that you would like your audience to take as a result of experiencing your presentation?**

**12. What is your deadline for delivering the speech?**

**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.**