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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?** |  |
| **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.** |  |
| **6. Please share information about events or memories you have together that you would like mentioned in the speech.** |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation?** |  |
| **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?** |  |
| **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.** |  |

1. Group size = medium (50-100 people)
2. The speech will be delivered to a group made up of mostly family members. Age 9-90, both sexes, all educational levels from grade school to college, all walks of life.

Background of my family –born as very poor share croppers in rural Alabama— weathered the storm and matriculated through life to become professionals such as Physicians, fire chiefs, Mayors of cities etc.

1. Hotel banquet room
2. Topic is **“what is a Family”-**would like speech to be funny, sentimental and heartwarming
3. No key person—I am a physician speaking to the entire family—speaking as a family member not as a doctor. Would like to somehow mention and honor the family members that are deceased without trying to mention specific names (fear of omitting a name)No
4. No specific memories
5. Want them to end up feeling a closer feeling of Family/Unity—Family can endure anything together. Families never forget about anyone. Families love and care for each other even the members that have significant difficulty.
6. No actions
7. I will present the speech 7/22/18
8. Would make sure we define family –then somehow work that into my family?
9. Please feel free to ask me anything that may be helpful