**For My Speech**

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

Medium (50 to 100 people)

2. The speech will be delivered to a group made up of mostly?

(Graduates, faculty and family members)

3. Where will the event be held?

Auditorium

4. What kind of speech do you want?

(Combination of funny and inspirational for graduates of a Careers Institute’s graduation ceremony. The Career Institute offers programs in the medical and business career fields, such as: medical assistant, medical billing & coding specialist, business accounting specialist, cosmetology, and administrative assistant)

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.

To the Graduates

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

I am a guest speaker at their graduation from the Career Institute

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

Inspired

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

Enjoyable and inspirational

9. What is your deadline for delivering the speech?

Need by November 5, 2019

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.

I hold a Doctorate in Education and I was asked to give a short speech to a Career Institute graduation ceremony. The audience will include students (adults) and their families (wife, children, and parents) as well as faculty of the Institute.