PLEASE COPY / PASTE THE FOLLOWING QUESTIONS INTO A WORD DOCUMENT AND ATTACH AS A FILE.

In case you have problems with the form, send us your word document with instructions to: instructions@ezspeechwriters.com

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)

* **Medium 50 to 70 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)

* **Colleagues and Employees**

3. Where will the event be held?

* **Elegant Event Destination**

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)

* **Professional and Heartwarming**

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.

* **Yes, she is the managing attorney of a midsize law firm, approximately 50 lawyers and 62 non legal employees. She is straightforward and very much a bottom line person who wants to send a message of moving the firm forward in a positive manner, and at the same time letting everyone know that we need to work together in order to make that happen. There have been changes in the course of the past year that will only make the firm stronger.**
* **Ms. Patricia Galteri was appointed Managing Attorney as of 9/1/17. Six months into her new position, she was faced with challenging and difficult decisions which included terminations and closing a satellite office at the Albany location, but all for the good of the firm.**

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

* **Two partners are retiring. Something about each should be included in the speech. Gifts will be handed to each by Ms. Patricia Galteri.**
* **Lois – was managing attorney for over 16 yrs. She is an employment lawyer. She joined the firm in 1981.**
* **Richard – joined the firm in 1987. Worked in the Albany office. He practices in Government Representation. See our website for their bios.** [**https://www.msek.com/**](https://www.msek.com/)**.**

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

* **We want them to feel motivated and walk away with a positive feeling about the firm.**

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

* **Not that I can think of.**

9. What is your deadline for delivering the speech?

* **Tuesday, December 4th**

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.

* **The speech should be 10 – 15 minutes (start to end)**

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