**1. Type of event**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| After Dinner AnniversaryArmed ForcesAwards Presentation BaptismBar/Bat MitzvahBenedictionBest ManBirthday PartyBusiness PresentationCharity EventChristmas PartyClub/Association MeetingCommemorative | CommitteeConferenceCorporateElectionEmotional Appeal EulogyFamily ReunionFarewell AddressFestivalFundraiserFuneralGraduationHoliday | IcebreakerInformative Inspirational IntroductionInstructionalInvocationKeynoteLove PoemsMaid of HonorManagement TrainingMarriageMiscellaneous Motivational Open/Launch Party | PatrioticPersuasivePolitical CampaignPrayersProduct EndorsementProduct LaunchProfessional/Career ResignationRetirementRoastSafety GuidelinesSales PitchSales TrainingScripts | SeminarSermonsStorytellingTestimonialsThank YouToastmasterToastsValedictorian/SalutatorianWedding Anniversary WeddingWedding VowsWedding Vow RenewalWelcome |

**2. 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) |

**3. The speech will be delivered to a group made up of mostly (check all that apply)…**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| familyfriendscolleaguesbusiness associates | the pressinvited guests employees students | clientscrowd congregation children | menwomenteenagersspecific ethnic group | an individualcustomersgroup membership attendees | senior citizensmarried couplessinglesadults mixed age/gender |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| convention centermeeting hallchurchsynagogue | restaurantschoolcollegeuniversity | auditoriumopen-air venueparkbeach | conference/board roomprivate homefuneral homevideo presentation | community centertheaterbotanical garden historical site | military installation museumshipsporting venue |

**5. Is there a key person to whom the speech will be given? Tell us about his/her personality, events or memories you have together.**

The speech will be given at a graduation ceremony, where will be more than 4,000 people.

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

I would like the audience to think that how I overcame the obstacles, and came here today.

**(Please see the other attachment for topic of speech and my thoughts and information)**