**1. Type of event**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| After Dinner Anniversary  Armed Forces  Awards Presentation Baptism  Bar/Bat Mitzvah  Benediction  Best Man  Birthday Party  Business Presentation  Charity Event  Christmas Party  Club/Association Meeting  Commemorative | Committee  Conference  Corporate  Election  Emotional Appeal Eulogy  Family Reunion  Farewell Address  Festival  Fundraiser  Funeral  Graduation  Holiday | Icebreaker  Informative Inspirational Introduction  Instructional  Invocation  Keynote  Love Poems  Maid of Honor  Management Training  Marriage  Miscellaneous Motivational Open/Launch Party | Patriotic  Persuasive  Political Campaign  Prayers  Product Endorsement  Product Launch  Professional/Career Resignation  Retirement  Roast  Safety Guidelines  Sales Pitch  Sales Training  Scripts | Seminar  Sermons  Storytelling  Testimonials  Thank You  Toastmaster  Toasts  Valedictorian/Salutatorian  Wedding Anniversary Wedding  Wedding Vows  Wedding Vow Renewal  Welcome |

**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)…**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| family  friends  colleagues  business associates | the press  invited guests employees students | clients  crowd congregation children | men  women  teenagers  specific ethnic group | an individual  customers  group membership attendees | senior citizens  married couples  singles  adults mixed age/gender |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| convention center  meeting hall  church  synagogue | restaurant  school  college  university | auditorium  open-air venue  park  beach | conference/board room  private home  funeral home  video presentation | community center  theater  botanical garden historical site | military installation museum  ship  sporting 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)**