**Please highlight the areas below which are applicable to your speech needs.Â**

**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)â€¦**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.  Tracy Jones….She is second in command in my operations. She is someone when we need to step up always does. She has worked side by side with ne for 22 years. When we needed to write a grant and it was going to take all weekend to meet the deadline. She was there with me. She worked with me to make the base of our participants grow. At the same time we have had GREAT LAUGHS AND STOOD WITH EACH OTHER THROUGH SOME PERSONAL STRATEGIES.**

**6. What do you want your audience to think, feel or do differently as a result of experiencing your presentation?  The closeness of our relationship both business and personal and that we are each other’s second families,**