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

**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)â€¦**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.  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,**