1. To what size group will the speech be delivered?

*Medium (50 to 100 people*

2. The speech will be delivered to a group made up of mostly?

*Business Associates*

3. Where will the event be held?

*The 2019 Small Agency Conference will take place at The Ritz-Carlton in New Orleans.*

4. What kind of speech do you want?

*Sentimental Heartwarming and Informative*

5. Is there a key person(s) to whom the speech will be given?

*No – Our Advertising agency have been nominated as a finalist for getting 2019 Small Agency of the Year. We will get either gold or silver, we will not know until the night of the event.*

6. Please share information about events or memories you have together that you would like

mentioned in the speech.

*See attached document*

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

presentation?

*They deserve this award and we want to work with our agency.*

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

*No*

9. What is your deadline for delivering the speech?

*Need it by Next week Thursday*

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.

*See attached document back info of me and the company I work for.*

Thank you for your time and attention in helping me with my speech. Greatly appreciate it.