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| **To what size group will the speech be delivered?**  Medium |  |
| **2. The speech will be delivered to a group made up of mostly?**   Colleagues |  |
| **3. Where will the event be held?**  **Christmas Party and a closed event** |  |
| **4. What kind of speech do you want?**  Professional Presentation with added humor |  |
| **5. Is there a key person(s) to whom the speech will be given? Tell us their name(s) and a little about his/her personality.**  **No** |  |
| **6. Please share information about events or memories you have together that you would like mentioned in the speech.**  **Another successful year with further expansion into international markets** |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation?**  **Pride in the accomplishments that each individual brought to the success of the company** |  |
| **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?**  **Nov 30th** |  |
| **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.**  **I have attached my speech that you did from our last Christmas party, hopefully this will give you a feel of what I am looking for as it was received very well.** |  |