EZ Speech Writers *Client Questionnaire*

 Please answer all questions that apply to your speech. The more details and information we have, the better we can tailor your speech to your audience. **Failure to answer applicable questions may delay completion of your speech.**

1.) Event date \_\_\_\_\_Apr 17\_\_\_\_\_\_\_\_ Date by which you need to receive the speech?\_\_\_\_\_\_Feb 12\_\_\_\_\_\_\_\_\_\_

2.) What is the location/venue (a hotel banquet room, school auditorium, business meeting room, stadium, press conference, park, place of worship, etc.)?\_\_\_\_\_\_\_Savannah Club\_\_Banquet room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the venue have a name (such as: West High School, Thompson Arena, Moonlight Wedding chapel, City Hall, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.) Name of person delivering speech (if client enter ‘same’)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.) Full name(s) of person(s), being honored or celebrated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Oddbjorg Olsen\_\_\_\_\_\_\_\_\_\_

 Provide the title(s) (groom, bride, retiree, veteran, graduate, etc.)\_\_\_\_\_Birthday girl\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us about the person: (more room at bottom of page if necessary) \_Born in Norway in 1930. Married to Arnfinn Olsen for 60 years. 2 children. Allen age 56 & Nancy age 52. Nancy has been married 28 years to Doug. Oddbjorg is the youngest of 5 children. Last child alive. Sisters Ragnhild, Marget, and Torhild. Brother Peder. Several nieces & nephews, grand nieces & nephews & great grand nieces & nephews. Three Grandchildren belonging to Doug & Nancy. Jason, Chris, and Gideon. Four Great grandchildren. Jason Jr. Cassidy & Tayden are Jason’s. Eli the son of Chris & Jamie. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.) Are there specific memories, events, or incidents, (humorous/serious), that the speaker and the honoree share/shared and that should be woven into the speech? \_\_Maybe a story about her cat. She wanted a cat when my father was dying but was afraid it would get underfoot & make him fall. About 3 or 4 months after he passed a stray showed up at her door. She thinks Angel was sent by my father. Some people say she’s my father reincarnated. I hope not. The cat doesn’t like me. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.) Relationship between speaker and person, persons, or group, being recognized (i.e. boss, teacher, alumnus, brother, friend, maid of honor, etc.) \_\_\_\_She is my mother\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.) Where is the event (i.e. New England, west coast, Rocky Mountains) \_Florida\_\_\_\_\_\_\_\_\_\_\_\_\_ and does the weather or location factor into the speech event? \_\_\_No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.) How many people will be in attendance? \_\_Unknown but lots\_\_\_\_\_\_\_\_\_\_ How is the audience comprised (students, student graduates, parents, family, friends, employees, wedding party, business clients or associates, etc.)?\_\_\_\_\_\_Friends & family most are elderly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.) What type of speech, or combination of types of speech do you want to deliver (sentimental, humorous, informative, heartwarming, inspirational, empathetic, celebrative, serious, dramatic with flare, storytelling, political, reminiscent, some poetry, a professional presentation)? \_\_\_\_\_Humorous and heartwarming. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.) Do you want the speech to be an incentive for your audience to do anything? If so, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10.) Are there any thoughts, feelings, emotions, that you would like your audience to experience after the speech/address/presentation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINALLY: Please tell us any additional anecdotes, personalities, statistics, that may add to the depth of the speech/presentation?

 Thank you: E Z Speech Writers