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 \_\_Unknown\_\_\_\_\_\_\_\_\_\_\_ Date by which you need to receive the speech?\_\_\_\_\_nornal processing time\_\_\_\_\_\_\_\_\_\_\_

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

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? \_\_\_\_Catherine Draughn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Tell us about the person: (more room at bottom of page if necessary) \_\_Mrs. Draughn was a military mother that supported her military family members and the friends. She was kind and quick witted and was a nonsense woman. She never worn the uniform but she carried every weapon she could through pray and love.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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? \_\_\_I met mother Catherine first time I believe it was in 1992 during one of Shirley’s promotions. I remember when she came to Germany a few years after that to visit Shirley. That’s when she introduced me to cheese biscuits and they were good. I remember that I could not get the taste of these biscuit out of my mouth I went to Shirley apartment for lunch. I’m sure Shirley was wondering why I was there, finally I was asked if I wanted something to eat. I told mother Catherine I want some biscuits. She confessed at that time that she did not have time to make them from scratch would the can biscuits be okay, anything was okay as long as she made them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

7.) How many people will be in attendance? \_\_\_50\_\_\_\_\_\_\_\_\_ How is the audience comprised (students, student graduates, parents, family, friends, employees, wedding party, business clients or associates, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_Family Friend\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)?

Inspirational empathetic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No

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?

I would really like this speech to be written from a military perspective. Her daughter, son-in-law, nephew, brother and grandson all served in the military. She always showed outstanding love and unwavering support to each of them and made their friends extended family members. She was quick witted but loved those who served our country. She even went to the extend to me and my family my favorite dish before I deployed to Iraq.

Thank you: E Z Speech Writers