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 Feb 6, 2022 Date by which you need to receive the speech? Within the next week or so.

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

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

3.) Name of person delivering speech (if client enter ‘same’)? Colonel Patrick Morgan

4.) Full name(s) of person(s), being honored or celebrated? Master Sergeant Tammy Burgess

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

Tell us about the person: (more room at bottom of page if necessary) Tammy is a Medic with the 165th Medical Group and will be retiring after over 21 years of military service. She joined the Georgia Air National Guard in 1983 working for the 283rd Combat Communications Squadron until leaving the military in 1987. She rejoined the Georgia Air National Guard Post 9-11 (Dec 2003) with the desire to become a military medic at which time she joined the 165 Medical Group. She cross trained to military finance in 2007 only to return to her true calling as a medic in 2013.

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? Tammy has served the Georgia Air National Guard and the United States Air Force with honor and should be proud of the service she has given to her country.

6.) Relationship between speaker and person, persons, or group, being recognized (i.e. boss, teacher, alumnus, brother, friend, maid of honor, etc.) Colonel Morgan (speaker) is the 165th Medical Group Commander who Tammy Burgess works for.

6.) Where is the event (i.e. New England, west coast, Rocky Mountains) Savannah, Georgia and does the weather or location factor into the speech event? Weather will not be a factor.

7.) How many people will be in attendance? Estimate 60-75. How is the audience comprised (students, student graduates, parents, family, friends, employees, wedding party, business clients or associates, etc.)? Her Husband John, several family members, many friends and several work associates from the 165th Medical Group.

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)? A professional presentation, sentimental/heartwarming.

9.) Do you want the speech to be an incentive for your audience to do anything? If so, please explain. Not necessarily.

10.) Are there any thoughts, feelings, emotions, that you would like your audience to experience after the speech/address/presentation? A strong sense of gratitude/appreciation for the service that Tammy has provided to the Medical Group, the Georgia Air National Guard and the United States Air Force.

FINALLY: Please tell us any additional anecdotes, personalities, statistics, that may add to the depth of the speech/presentation? Tammy is a very kind and soft spoken person that is respected by all members of the Medical Group.

 Thank you: E Z Speech Writers