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 \_\_\_\_Sept 17\_Date by which you need to receive the speech?\_\_Sept 13

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

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

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

4.) Full name(s) of person(s), being honored or celebrated? \_\_\_Betty Pollard\_(“Grammie”)

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

Tell us about the person: (more room at bottom of page if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Warm, caring, loving, hardworking, reliable, independent, reserved

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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? \_\_

* 1. She would come to visit our family all the time when we were young. She would always get my comfortable bed and I would get the floor with a sleeping bag with a hole in it. During the summers, we would go to the beaches in Indiana on lake Michigan to relax. She had a golden retriever dog (muffy) that she would bring up and my sister (Erica) and I would throw a ball or frisby into the water for the dog to fetch. Once she brought Muffy with her to visit us at our house. We had 3 cats at the time, and muffy had given the cats fleas.
	2. The family rented a cabin in Michigan over one summer. I was 5 yrs old. She took a row boat with her and I in it around the small lake. She was rowing backwards and ran into a post in the water. I was supposed to be watching but looking at nature.
	3. We would go hiking in the summer with Grammie and the family at local state parks. We would always have pic-nic’s after the hike. She would make her famous deviled eggs to share with the group. They never lasted long as they got eaten quickly.
	4. She came to several of my sister and I’s orchestra concerts during the holidays no matter how good or bad we were from elementary school to high school.
	5. She had Christmas at her house for many years. She always made butterscotch pie for dessert which I loved and spinach dip which I didn’t love but my sister and mom did. The family would have Trivia pursuit competitions after eating all the food. She always had gifts for the grandkids.
	6. During Thanksgiving, she would always try to keep the family from eating before dinner. She would send my sister and I outside to play along with my adult uncles to prevent us from trying to eat the food before dinner. After dinner all the parents would go see a movie, the men an action move and the women a rom-com. Grammie would always volunteer to baby-sit the grandkids and read stories to them while they were away.
	7. Grammie’s kitchen had a half bathroom that was attached to the kitchen. Many times she was making dinner for the holidays and one of my uncles would go into the bathroom while she was cooking which didn’t make for a pleasant smell for dinner.
	8. She attended all my sister and I’s high school graduations, college graduations, and weddings. My wedding was in las vegas, she was in a wheel chair then but wore bright red nail polish to celebrate her being in las vegas.
	9. Grammie kept many things as I believe her memories were attached to things. Her basement was full of a bunch of things and had the musty grandma basement smell. I had found some of my mom’s old dolls down there.
	10. Being an independent woman was important to her. She had gotten divorced when her 3 kids were young and raised them on her own while working full time. She instilled a strong work ethic in the family. She also instilled that learning to swim was important. She enrolled her kids in swimming lessons and all became state champion swimmers and swam in college. My sister and I also learned to swim and I swam competitively through high school.

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

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

7.) How many people will be in attendance? \_50-100\_ How is the audience comprised (students, student graduates, parents, family, friends, employees, wedding party, business clients or associates, etc.)?\_\_\_Family and friends of my grandmother\_\_

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, heartwarming, storytelling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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? \_\_Happy, heartwarming, memorable, a celebration of her life\_

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