**1. To what size group will the speech be delivered?**   
about 200 people (50 in the room & 150 on the conference bridge)

**2. The speech will be delivered to a group made up of mostly?**   
My team in the US

**3. Where will the event be held?**

Friday Aug 2nd

**4. What kind of speech do you want?**  
(Funny,Sentimental Heartwarming, Story telling, Combination of one or more styles)

Funny. Will have PPT deck. Need some talking points for the PPT slides

**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.**

Will send the PPT.

**7. What do you want your audience to think or feel as a result of experiencing your presentation?**

Will send the PPT.

**8. Is there an action that you would like your audience to take as a result of experiencing your presentation?**

Key messages are in the presentation

**9. What is your deadline for delivering the speech?**

At the earliest before next Friday Aug 2nd

**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.**

Will send the PPT.