**1. To what size group will the speech be delivered?**   
about 30 people

**2. The speech will be delivered to a group made up of mostly?**   
co-workers and project team members

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

Friday July 19th

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

Funny and Story telling

**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 provide an outline

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

I Will provide an outline

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

No, it is a celebration dinner

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

The event is on Friday July 19th. May be if I can I have it by end of this week that would be good

**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.**

I am attaching an outline.