Instructions:

1. To what size group will the speech be delivered?
   1. 25-50
2. The speech will be delivered to a group made up of mostly?
   1. Engineers, municipal managers
3. Where will the event be held?
   1. Hotel conference room
4. What kind of speech do you want?
   1. Informative, professional presentation
5. Is there a key person(s) to whom the speech will be given? Tell us their name(s) and a little bit about his/her personality
   1. Municipal managers and engineers
6. Please share information about events or memories you have together that you would like mentioned in the speech.
   1. N/A
7. What do you want your audience to think or feel as a result of experiencing your presentation?
   1. Invigorated, hopeful, excited, empowered, important, needed
8. Is there an action that you would like your audience to take as a result of experiencing your presentation?
   1. Request from their department managers to procure the technology and equipment so they can use it to restore their infrastructure. Each industry will have their own urgent request for repairs.
      1. Agricultural: May consist of grain storage silo repairs
      2. Historical: Historically significant structures
      3. Municipal: Buildings, reservoirs, waste treatment facilities
      4. Port Authority: Piers, docks, etc.
      5. Roads and Bridges: Bridges, tunnels, etc.
      6. Hydra Electric: Dams
9. What is your deadline for delivering the speech?
   1. November 1st
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.
    1. Attached.