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| **To what size group will the speech be delivered?** Large (100+ people |  |
| **2. The speech will be delivered to a group made up of mostly?** (parents, guests, faculty, students high school graduation |  |
| **3. Where will the event be held? New York City** |  |
| **4. What kind of speech do you want?** (Sincere, encouraging, congratulating |  |
| **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.** |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation? Happy, encouraged** |  |
| **8. Is there an action that you would like your audience to take as a result of experiencing your presentation? NO** |  |
| **9. What is your deadline for delivering the speech? June1** |  |
| **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 the Head of School delivering the speech to our graduates. Family, friends, faculty and staff will be present.