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| **1. To what size group will the speech be delivered?**   Medium (50 to 100 people) |  |
| **2. The speech will be delivered to a group made up of mostly?**  Elected and former elected officials, employees and retired employees, consultants and residents |  |
| **3. Where will the event be held? In front of the existing municipal building** |  |
| **4. What kind of speech do you want?** Sentimental Heartwarming, Informative, Combination of one or more styles |  |
| **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.** |  |
| **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?** |  |
| **8. Is there an action that you would like your audience to take as a result of experiencing your presentation?** |  |
| **9. What is your deadline for delivering the speech?** |  |
| **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.** |  |