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| **1. To what size group will the speech be delivered?**  Large (100+ people), Medium (50 to 100 people), Small (25 to 50 people), Intimate (1 to 25 people)  |  |
| **2. The speech will be delivered to a group made up of mostly?** (Family, Friends, Colleagues, Business Associates, Employees, Clients, Media, Invited Guests, Crowd, Specific Ethnic Group, Children, Congregation, Teenagers, or other) |  |
| **3. Where will the event be held?** |  |
| **4. What kind of speech do you want?**(Funny,Sentimental Heartwarming, Informative, Informative, Poetic, Serious, Dramatic, Story telling, Professional presentation, 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.** |  |

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1. Large Group 175 people
2. Family and Friends
3. The event is a wedding to be held in a small town at a wedding venue.
4. Combination of sentimental and humourous
5. To the bride and groom as well as those attending the wedding
6. I would like the speech to be a typical wedding speech but not one that sounds like I got it off the internet. Couples name is Gail and Glen. I would like a few things to be said about Gail… personal attributes (always a determined child, she excelled at whatever she put her mind to, was athletic- spent many years playing community basketball, school basketball, and volleyball. After finishing high school, she attended NAIT and completed her diploma in Business Operations and Record Management. For the past 5 years, she has worked for Alberta Finance and Treasury Board. She’s always been hardworking and good at her job. Gail has a sense of adventure..she travelled to Australia to visit her cousin, Judy and while there went on E-Harmony for a very brief time (about 1 day.) Nothing came of it. But something did come of her trip to Cuba with friends about 3 years ago. There she met this guy staying at the same resort as her. When she came home, sh didn’t think she woukd see him again but she was wrong and here we are today. A few things about Glen… he is a very good match for Gail. He is usually very calm and easy going. He is witty and has a good sense of humour, is the life of the party type of guy. He’s also very handy… can fix just about anything. (That counts for a lot of points with his father in law , Lionel) Not only is he handy but he’s also handsome.)
7. Nothing in particular.
8. Maybe a couple of laughs.
9. I want the speech to begin with thanking everyone for being there, and to all the out of town guests. Then to discuss things about the bride and groom as mentioned above and then finally to welcome the groom into the family and maybe, give some kind of marriage advice or words of wisdom.