**1. To what size group will the speech be delivered?** **Large (100+ people)**  
Large (100+ people), Medium (50 to 100 people), Small (25 to 50 people), Intimate (1 to 25 people)**2.**

**2. The speech will be delivered to a group made up of mostly?** **Family, Friends, Colleagues, Business Associates, Invited Guests**  
(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? High School Auditorium**

**4. What kind of speech do you want? Welcome Speech to the event also Heartwarming**  
(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? No**

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. Please see attached word doc and video clips.**

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

**Good and heart worming speech.**

**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? 28Jul18**

**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. Please see attached.**