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| **PLEASE COPY / PASTE THE FOLLOWING QUESTIONS INTO A WORD DOCUMENT AND ATTACH AS A FILE.**   In case you have problems with the form, send us your word document with instructions to: **instructions@ezspeechwriters.com** |  |
| **1. To what size group will the speech be delivered?** LARGE 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)  TEACHER OF THE YEAR AWARD WINNERS, PRINCIPALS and PROFESSIONAL COLLEGUES |  |
| **3. Where will the event be held? Convention Center** |  |
| **4. What kind of speech do you want?** Congratulatory with some comedy. Must be professional. Must contain a quote from an important person. Must make the audience laugh at least once (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. Teacher of the year award winners** |  |
| **6. Please share information about events or memories you have together that you would like mentioned in the speech. This is a very honorable award** |  |
| **7. What do you want your audience to think or feel as a result of experiencing your presentation? The seriousness of the award and enjoy the speech. Laugh at least once** |  |
| **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? Two Weeks** |  |
| **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.** |  |

The one I purchased last year was perfect!