

**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.**

1- 100 +PEOPLE

2- EMPLOYEES/BUSINESS ASSOCIATES

3- NEW JERSEY

4- INFORMATATIVE, STORY TELLING, SERIOUS, PROFESSION PRESENTATION

5- N/S

6- N/A

7- TO DO SOMETHING ABOUT THE ISSUE

8- HELP THE MEMBERS

9- FEB 20, 2020

10- I WANT THE MEMBERS TO UNDERSTAND THE ISSUE. How can we help to solve it.