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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 – 450 |  |
| 1. **The speech will be delivered to a group made up of mostly?**   (Family, Friends, Colleagues, Business Associates, Employees, Clients, , Invited Guests, age range 35-90+) |  |
| 1. **Where will the event be held?**   Congregation Beth El in Voorhees, NJ (synagogue) |  |
| 1. **What kind of speech do you want?**   It is a closing the event speech. I am last on the program to thank people for attending and sponsors for their support, etc. |  |
| 1. **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.**   I will be congratulating two honorees, Glenn Sloves and Alison Platt-Tarnopol. I want to thank the chair of the committee, Mark Adler, the Committee and the Event Coordinator, Aimee Levin |  |
| 1. **Please share information about events or memories you have together that you would like mentioned in the speech.**   This is the 4th annual event |  |
| 1. **What do you want your audience to think or feel as a result of experiencing your presentation?**   I want them to feel good about having attended the event and for the sponsors who donated money to feel good and everyone to walk away feeling good about the event and how worthwhile it is |  |
| **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? The event is May 16th and I would like two weeks prior to event.** |  |
| **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.** |  |