



# PRE-EVENT QUESTIONNAIRE

Please completely fill out the form below and return to the MotivatHER Inc. Office c/o [bookings@reginacoley.com](mailto:bookings@reginacoley.com) or fax to 404.889.8626.

<b>Company/Association:</b> (Please provide information about company)	
<b>Company/Event Website:</b>	
<b>Contact's Name &amp; Title:</b>	
<b>What is your role with planning the event:</b>	
<b>Contact's Address/City/State/Zip:</b>	
<b>Contact's Email:</b>	
<b>Contact's Phone:</b>	
<b>Event location - (City   State   Venue)</b>	
<b>What is the Date of Event? What Date &amp; Time Would Regina Speak?</b>	
<b>Purpose of meeting/event:</b>	
<b>Demographic and Profile of Group(s) to be spoken to:</b>	
<b>What is your budget?</b>  <b>Is travel/lodging included for the speaker PLUS one assistant? What is the closest airport? Will ground transportation and meals be provided?</b> (Regina travels from Atlanta)	
<b>Would you like for Regina to do a <u>book signing</u> at the event? How many people will attend? Are you interested in pre-ordering books?</b>	
<b>What exactly would you like Regina to do (i.e. - keynote, conference workshop, private business seminar)? Is there more than one appearance requested? What topic would like her to address?</b>	
<b>How long would the presentation last?</b>	
<b>Additional Comments:</b>	