



CRYSTAL WASHINGTON

Client Information Form

Thank you for the opportunity to partner with you on your event. Your responses will help me customize my materials for your specific needs. Please fill out and return this form by clicking submit button below or emailing it to crystal@crystalwashington.com.

Please tell me about you and your event.

Contact Name

Contact Title

What is your role in planning this event?

Business Phone

Mobile

Company/ Association

Conference

Conference Date

City, State, Venue

What is the purpose of your event?

How many years has this event been held?

What time would you like Crystal to speak?

Start Time

End Time

Type of presentation

Keynote

Breakout

Workshop/Training

Webinar

Speaking Topic Request

Speaker Budget

Please tell me about your event attendees.

Approximate Number Attending

%Males

% Females

Average Attendee Age

Education Level

Position

Senior Level

Middle Management

Staff

Entrepreneur

Job titles of attendees

Other Pertinent Demographic Information

Please tell me about your goals & expectations.

What 2-3 things do you want each attendee to walk away with after Crystal's presentation?

What is the biggest pain point for your attendees?

What are your audience members really good at?

Is your organization rolling out any initiatives that tie into my presentation topic?

Is there any topic that should be avoided in Crystal's presentation?

What other speakers will be presenting?

What have attendees not liked about past presentations?

Is your organization rolling out any initiatives that tie into Crystal's presentation topic?