



Creating workplaces where people want to be

Generation Works Pre-Program Questionnaire

It is very important that we receive as much information as possible about your event so we are aware of logistics and to assist us in customizing our presentation(s). Please complete this form and return it to us as soon as possible, but no later than 30 days prior to your event. If you have any questions, please call Barb Johnson at 716-874-0999.

Please send this information to
Generation Works, 129 Dorchester Road, Buffalo, N.Y. 14213
or fax to 1-866-390-6131.

Organization: _____

Address: _____

Meeting Date (s): _____

Event Name: _____

Event to be held at: _____

Address: _____

Phone Number: _____ Fax: _____

Speakers' room name/number at venue: _____

If hotel accommodations are different from event venue, please indicate below:

Name _____

Address _____

Phone _____ Fax _____



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Who should make hotel room reservations? Generation Works_____ You_____

Is there a theme for this meeting?_____

What is the main objective for the meeting?_____

What is the time frame for the Generation Works presentation? Please be specific:

From _____to _____ Do you want to include time for Q&A? Yes___ No ___

Is there an event you would like Barb to attend before or after the presentation?_____

What company executives are speaking before Barb?

Do you have our audiovisual specifications? _____If no, please give us your fax number or e-mail address and we will forward them immediately:

Anticipated room set-up: Rounds_____ Classroom_____ Theater_____

Who will handle the introduction (name, title and phone):

If this a keynote: do you want a handout for your audience? If so, enter your e-mail address here and we will e-mail an original for copying_____

Audience demographics: (a) Size _____ (b) Men _____ (c) Women _____

(d) Ages: _____ (e) Spouses? _____ (f) general description

of attendees: _____.

_____.



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Appropriate attire for the audience: casual ___ business casual ___ business ___ formal ___

Will Barb's presentation be audio or videotaped? _____

How did you hear about Generation Works?

Is there any jargon Barb should be aware of?

Will alcohol be served before or during this event?

Who is your typical customer?

What are your target markets or industries?

Generation Works contact prior to the meeting:

Name _____

Title _____

Office Phone _____ E-mail address _____

Fax Number _____ Cell Phone _____

Best time to reach _____

Contact at event if different from above:

Name _____

Title _____

Phone _____ Fax _____

Email _____ Cell Phone _____



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What date/time will contact arrive on site? _____

Where/how can contact be reached on site? _____

Other comments:

Date form completed _____ Completed by _____

The following is a list of various materials you may have. We would appreciate receiving any of these items. This information aids us greatly in customizing your program.

- Newsletter(s)
- Brochures/corporate reports, sales materials
- Training videos/audio tapes
- Recruitment materials
- Marketing materials
- TV commercials
- Print ads
- Workforce surveys
- Event program and pre-event materials
- Web sites for us to visit:



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Please list several people we might interview prior to our presentation, i.e., peak performers, managers or human resource people who have to deal with personnel issues, etc.

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Thank you for your time and attention—we appreciate it!

(Please distribute the next page to several people within your organization to give us a cross sectional view of generational issues your organization might be facing.)



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Generation Works, soon to speak at your organization, would like your input on generational issues in your workplace. Please complete these brief questions & e-mail to Generation Works bjohnson@generationworks.com or Fax 1-866-390-6131. Thank you.

1. How does your organization struggle most with generational issues?

2. How have you measured/surveyed to learn about these issues?

3. What have you done to respond to your generational issues?

4. How can Generation Works help you the most with this?

5. What three things would you like your audience to take away with them?

6 of 6 pages

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FAX 1.866.390.6131

www.generationworks.com