



Other Occasions Questionnaire

Use this to prepare your answers to our questionnaire offline.

Your Name:

Your Phone Number:

Your Email:

What is the occasion?

When, and where, will it occur?

How important is it?

Is it a regular event or a one-off?

What is the dress code?

How many people will attend?

What sort of people are they?

What is the approximate male/female split and age-range?

From where in the room will your speech occur?

Is there a stage, lectern or microphones?

Who will introduce you?

What will they say?

Do you intend to use any visual aids?

Are there any other speeches happening at the same event?

Who will they be given by?

How good will they be?





SPEECHES FOR WEDDINGS

Will you be able to get copies of those speeches in advance?

Why are you making a speech?

Have you spoken to this audience, or a large proportion of them before?

What do you want the speech to achieve?

Are there some specific facts that you need to convey?

What are they?

Should the speech have some emotional content?

Should the speech have any humorous content?

Have you written a preliminary draft?

Is there something that you really want them to remember above all else?

How long should it be?

Are there any major characters in the room that need to be mentioned?

Are there any anecdotes about the major characters that might be useful?

Are there any topics of potential humour relating to the host/host organisation?

Are there any taboo subjects that must be avoided at all costs?





SPEECHES FOR WEDDINGS

Is there anyone else that you would like us to speak to who might give us useful information?

Do you have any gags that you would like to use?

What will happen immediately after your speech?

What is your previous experience of speaking?

What sort of notes have you used to speak from in the past?

Will you need coaching on how to deliver the speech?

What are the best times to phone you?

**If you would like to speak to us we
can be contacted on 0870 - 132 - 8881.**

We will be delighted to answer any queries you may have.

