

# CLIENT QUESTIONNAIRE

Thank you for completing this form. It will enable Donna Hartley to acknowledge and better understand your organization's needs.

Please mail, fax or download online ([www.donnahartley.com](http://www.donnahartley.com)) at least six weeks prior to Donna's presentation to:

Donna Hartley  
Hartley International  
P.O. Box 7650  
Tahoe City, CA 96145  
Fax: 530.581.2011

1. Company name: \_\_\_\_\_

2. Number of people attending: \_\_\_\_\_

3. Age range of attendees: \_\_\_\_\_

4. Percentage of males: \_\_\_\_\_ females: \_\_\_\_\_

5. Topics covered by other speakers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Level of people attending: Percentage

- Front-line employees \_\_\_\_\_
- Middle management \_\_\_\_\_
- Upper management \_\_\_\_\_

7. What are the challenges the attendees are facing in your industry? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Do the attendees interact with the public? \_\_\_\_\_

9. Basic job description of attendees (sales, customer service, medical professional, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Theme of event: \_\_\_\_\_

\_\_\_\_\_

11. General philosophy of your company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Two or three accomplishments your organization is most proud of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. Other important information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. Certain skills or ideas you want the attendees to take away with them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. Two attendees I can talk with before my presentation:

One: Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Two: Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Telephone: \_\_\_\_\_

**We would appreciate your providing us with copies of any newsletters, trade publications, and newspaper and/or magazine articles about your organization not available online.**

**Thank you for taking the time to fill out this questionnaire.  
If you have any questions feel free to call me 530.581.2005.**