

Analyze Your Audience Questionnaire

- ☐ Age range?
- ☐ Average age?
- ☐ Education background?
- ☐ Job responsibilities?
- ☐ Number of males, females?
- ☐ Group size?
- ☐ Dress code?
- ☐ Reason/purpose for meeting?
- ☐ Theme of meeting?
- ☐ Goal or desired outcome of meeting?
- ☐ Any issues to avoid?
- ☐ What does the audience already know about the topic?
- ☐ Any special challenges or problems?
- ☐ What type of programs have been presented?
- ☐ Names of previous speakers?
- ☐ Names of officers or top managers who will be in the audience?
- ☐ Who will precede my presentation?
- ☐ Who will introduce me?
- ☐ How long will I present?
- ☐ Starting time?
- ☐ Ending time?
- ☐ Question and answer time desirable?