

# MGM Requested Pre-Event ORGANIZATIONAL BIOGRAPHY

Our Goal at MGM & Associates it so tailor our programs to meet the needs of each of our clients. To meet this goal, we need your help! Please complete this Organizational Biography and Return ASAP. Also, send any materials you think will aid us in customizing to your group. (email: [mgm@mgmsuperstar.com](mailto:mgm@mgmsuperstar.com) Fax: 480-759-6257)

<b>Organization</b>	<b>Date Of Presentation:</b>	<b>Exact Speaking Times:</b>
<b>Appropriate Attire for the Program:</b>	<b>Number of Attendees expected?</b>	<b>Educational Background of Attendees</b>
<b>Average Age _____</b> <b>Percentage of Men ___ Women__</b>	<b>Demography of Audience?</b> (Management, Staff, Sales, Spouse)	<b>Meeting Room Name:</b>
What is the specific purpose of the program?		
The major product or service of the organization?		
Describe the current attitude, spirit and or challenges of:  A typical participant:  Your organization:  Your industry:		
Jargon MGM should know (acronyms, titles ,etc):		
What makes the participants most proud about your organization?		
Special or unusual audience info MGM should know:		
An issue we would like MGM to address is:  An issue we are sensitive too and would like to avoid is:		
The results I anticipate from MGM's presentation are:  What Would Make MGM's presentation really Special for Your Group:		
Please list other speakers on the program by name, title, and topic (Simply Send an Agenda or Program) :		
<b>Hotel Name, Address, Phone Number</b>		
<b>Transportation Contact Information:</b> MGM will be Picked up (Name & Cell) _____ Hotel Shuttle _____ Other Shuttle _____ MGM Should Rent a Car _____		
<b>Emergency Contact Name:</b>		<b>Cell:</b>
<b>2<sup>nd</sup> Emergency Contact Name:</b>		<b>Cell:</b>

