

Event Questionnaire!

1. Name of event? Theme? Objectives? History of event? Where applicable.
2. Date, Venue and Time.
3. Expected number of guests.
4. Is there standard protocol I must observe?
5. Is there a slogan or chant that I should be aware of?
6. Event dignitaries. Chairman? Special Guest of Honour? Others?
(Kindly indicate proper titles like Prof, Chief, Sir, Dr, MFR, CON etc.)
7. Will there be speakers/panelists/award recipients? If yes, how soon would I receive bios/citations or introduction materials about the speaker(s)/award recipient(s)?
8. How much time has each speaker/panel been allotted? Have the speakers/panelists/award presenters been notified?
9. Would there be prayers? National anthem(s)? I suggest we incorporate the 2nd Stanza of the Nigerian National Anthem as our prayer to avoid the Christian/Muslim divide.
10. Would there be special performances, like dance, music or poetry? If yes, kindly provide the names and brief profile(s) of the performer(s).
11. Name and contact of 'liaison' – the SINGULAR person I will work closely with, and receive updates/instructions from, before and during the event. I will NOT receive instructions from anyone else, to avoid uncertainties.
12. Are you willing to designate someone from the team, to share with me, pictures/video clips from the event afterwards?
13. Are there other details I should be aware of, to guide me for peak performance?

