



“The Foundation For Building Your Dreams”

This event questionnaire is to assist Dream Builders Communication, Inc. (DBC) in preparation for Mr. Griffin/DBC Presenter presentation to your group. Mr. Griffin/DBC objective is to meet your specific needs. In order to do this, we need your assistance! Please take a few moments to answer the questions below to the best of your ability. Do not hesitate to provide any additional support information that will assist DBC in this event (i.e. corporate reports, news articles, publications, etc.) Once completed, please return the form to DBC via one of the methods listed below:

Mail: Dream Builders Communication, Inc
8801 J M Keynes Dr Ste 260
Charlotte, NC 28262
Fax: 704-595-1736

Email: info@kenstonjgriffin.com

If you have any questions, please contact DBC at 877-595-1735, Thank you!

Complete Official Company/Association Name:

Dream Builders Communication, Inc.
8801 J M Keynes Drive, Suite 260
Charlotte, NC 28262
(704) 595-1735 office
(704) 595-1736 fax
(877) 595-1735 toll free
www.kenstonjgriffin.com



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General Company/Association Information

Complete Official Company/Association Name:

Alternative name or acronym for the company/association:

Mailing Address:

Billing Address:

Event Location/Address: (if different than above):

Contact Name: _____ Title: _____

Phone Number: _____ Fax: _____

Alternative Phone Number: _____ Email: _____

Website: _____

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Event Information

Event Title/Theme:

Specific Presentation Title:

Event History: (Awards, Recognition)

Purpose of Event (awards banquets, annual meeting, training, etc.)

Event objectives: _____

Type of Event: Breakfast Luncheon Dinner/Banquet

Services Requested: Keynote Workshop/Seminar Training

Set-up Style: Theatre Cafeteria Auditorium Meeting Room

PowerPoint Capable: Yes No

Sound System: Microphone: Yes No

CD Player: Yes No

Audio/Sound Contact Name: _____ Phone Number: _____

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Date of Event: _____ Event Start Time: _____ Event End Time: _____

Approximate Speaking Time: _____ Annual Event: Yes _____ No _____

Area/Room Available for Mr. Griffin/DBC Presenter prior to the event
(i.e. Green Room)

Location: _____

Event Attire: _____

For an all day event: Break Time(s): _____

Will lunch be provided for participants? Yes _____ No _____

Lunch Time: _____ Lunch Location: _____

Will your organization be able to provide copy of Program/Agenda? Yes _____ No _____

Will your organization be able to provide reserved parking? Yes _____ No _____

What occurs on program immediately before and after Mr. Griffin/DBC Presenter speaks?

Before: _____

After: _____

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Individual Introducing Mr. Griffin/DBC Presenter?

Name: _____ Title: _____

Phone Number: _____ Email: _____

Attendee/Audience Profile

Expected Attendance: _____

Ethnicity: _____ % Caucasian _____ % African American _____ % Asian

_____ % Hispanic/Latino _____ % Other

Age Range: _____

Who will be attending this event (please indicate below)?

Corporate

Executives
Managers
Employees
Sale Team
Others

Educational

Chancellors
Superintendent
Principals
Teachers
Students
Others

**Faith
Based/Community**

Pastors
Associate Pastors
Leadership
Members
Others

What are the names, with titles, including email addresses for top executives attending the event? _____



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Travel Information

Best Airport to arrive at _____

Recommend/Event Hotel: _____

Address for Hotel:

Hotel Contact:

Name: _____

Phone: _____

How will Mr. Griffin/DBC Presenter be transported from the airport to Hotel? _____

If transportation provided, company name and contact phone number: _____

Venue name (If different from hotel) _____

Address: _____ Phone Number: _____

Location/Room Number etc _____

Emergency Contact Name: _____ Title: _____

Business Phone: _____ Mobile Phone: _____

Verbal & MapQuest

Directions _____

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Area of Strengths: _____

Area of Challenges: _____

Emphasis Points: _____

Referred by: _____

Contact Information: _____

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Dream Builders Communication, Inc. (DBC) is extremely excited in regards to assisting your company/organization/association continue the learning process upon the conclusion of this event. **This event may not be recorded or re-broadcast (audio/visual) without the express written consent from Dream Builders Communication, Inc.** Therefore, DBC will make materials available, listed below you will find three (3) options to choose from in order to assist in continuing the learning process. Please indicate which is the most appropriate for this event.

1. Group purchase in advance for each attendee (DBC will provide a special group rate).
2. Material available for purchase after presentation.
3. Brochures to order.

If you chose option 2, please arrange a table for DBC to set up materials and schedule time appropriately to allow participants the opportunity to visit the materials table prior to departing to next segment of program.

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