



# Communication Skills for Business Networking

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## Preparation Worksheet

Congratulations! You have chosen an interactive keynote program that energizes audiences and empowers all attendees to more effectively generate business leads at business and social networking events.

At ImprovAndy we know you have high expectations for our sessions, and we want you to be delighted with the experience.

Here are some vital pieces of information to make sure we coordinate smoothly. Please be sure to answer *all* questions on **both** pages. Then we will provide you with a customized quote for your particular event.

Please scan and email back to [awinig@improvandy.com](mailto:awinig@improvandy.com) or mail to:

ImprovAndy  
PO Box 37  
Arlington, MA 02476

### **Purpose of the Session:**

There is always an objective to anything we do in business. Please take a minute to think about what you want to achieve with our session.

Skill Building     Entertainment     Motivation     Keynote

Change of Pace     Team Building     Specific Message

Other: \_\_\_\_\_

### **Goals:**

When the program has been an outrageous success, what is the one thing people will remember most from the session: \_\_\_\_\_

Most important reason for offering the session: \_\_\_\_\_

Job Function of Majority of Attendees: \_\_\_\_\_

**Logistics:**

Date of Session: \_\_\_\_\_ Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Is session: Stand Alone or Part of a larger conference or program

Room Style: Classroom Workshop Board Room

Are tables and chairs movable? Yes No

Wireless Mic Available? Yes No  
(Required for groups larger than 40)

PowerPoint Projector Equipment Available? Yes No

**Program Specifics**

**Communication Skills for Business Networking**

50% deposit is required to hold the date. Non-refundable within one week of session.

Balance due on day of session.

5% Discount for payment in full at least two weeks in advance.

**Next Steps:**

Please feel free to ask any other questions, or provide any other important information:

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**Thank you for being our customer!**