

**Engagement Booking Questionnaire**  
**For**  
**Bishop T.D. Williams**  
**(Terence D. Williams)**

This information is needed for Bishop Williams to prepare his keynote presentation or seminar to meet the specific needs of your organization. Please return this questionnaire along with preliminary program outline and any pertinent marketing or event details. Please contact our office at any time at (910) 277-1456.

**Your Program**

1. Name of Organization: \_\_\_\_\_

Name of Meeting Planner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

2. Program Date: \_\_\_\_\_

Program Start Time: \_\_\_\_\_

Location (City/State): \_\_\_\_\_

Program theme and title: \_\_\_\_\_

3. In what role are you requesting Bishop Williams's services? (i.e. Apostolic, Pastoral, Teacher, Empowerment, Deliverance, Evangelistic, Marriage/Financial Seminar, etc.)

4. What topic would you like Bishop Williams to present on? \_\_\_\_\_

5. Are there additional topics that you would be interested in for future engagements?

\_\_\_\_\_

**The Audience**

6. Demographics:

a. Size of audience: \_\_\_\_\_

b. Men%: \_\_\_\_\_

c. Women%: \_\_\_\_\_

d. Age Range \_\_\_\_\_ to \_\_\_\_\_

e. Ethnicity % (i.e. African American, Caucasian, Hispanic, other) Will an interpreter be provided?

f. Profile your organization and who will be attending (i.e. Christians/ non-Christians, business organization, titles of participants, work they do). What is your target market?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Who in the audience should Bishop Williams take special note of:

\_\_\_\_\_

\_\_\_\_\_

8. List three (3) important things Bishop Williams should know about this audience:

a.

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b.

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c.

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9. List what you are most proud of as it relates to this audience:

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10. What are some specific examples of what your people (or you) do that go "beyond the call of duty" in the area I'm discussing? Please list any names I may use as examples:

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**Background**

11. What is the biggest frustration facing your community that relates to the topic:

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12. List the biggest challenge facing this audience/industry:

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13. Why did you choose Bishop Williams for your program?

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14. Given Bishop Williams area of expertise, what thoughts would you like conveyed by him to your audience i.e. main concept, information, "how-to knowledge", etc.? And how do you want the attendees to feel after hearing Bishop Williams?

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15. How will you evaluate the success of the program Bishop Williams conducts?

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16. Who else is speaking at this event?

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17. Who spoke last year and what did you like most and like least?

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18. What is happening on program before Bishop Williams speaks?

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19. What is happening on program after Bishop Williams speaks?

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20. Are there any buzzwords or terms Bishop Williams should be aware of?

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21. Would you like Bishop Williams to participate in any other scheduled functions?

Yes \_\_\_ No\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_ Event: \_\_\_\_\_

Dress: \_\_\_\_\_

22. Please give names and phone numbers for the following persons affiliated with your organization who can discuss with Bishop Williams issues, challenges, solutions and good news about your organization:

a. Overseer/ Program Director/President

\_\_\_\_\_ Phone \_\_\_\_\_

b. HR Director

\_\_\_\_\_ Phone \_\_\_\_\_

c. Other

\_\_\_\_\_ Phone \_\_\_\_\_

**Learning Tools:**

Most audiences want something to help them continue learning after the presentation.

What do you prefer?

All information will be kept confidential. The staff of Bishop Williams will call to review specific ideas to help meet your objectives.

## Travel Logistical Information

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Hotel confirmation #: \_\_\_\_\_ Site Telephone: \_\_\_\_\_

Fax Number \_\_\_\_\_ Name of Meeting Room (or Site if different from hotel): \_\_\_\_\_

Into what airport should we schedule Bishop Williams's flight?

How far is the hotel from the airport? \_\_\_\_\_

Name of person who will pickup Bishop Williams from airport \_\_\_\_\_

Cell Phone \_\_\_\_\_ Check: \_\_baggage claim \_\_gate

### The Event Day Logistical Information

1. a. The starting time of Bishop Williams's speech: \_\_\_\_\_.

b. How long should Bishop Williams speak: \_\_\_\_\_ total minutes.

2. Name of Bishop Williams on-site contact:

3. Name and title of Bishop Williams's introducer:

4. Method of Honorarium: \_\_\_\_\_

5. The audiovisual person is: \_\_\_\_\_; phone: \_\_\_\_\_

6. The room set up person is: \_\_\_\_\_; phone: \_\_\_\_\_

***Thank you for helping to make this event a tremendous success!***

***Our goal here at From The Word International Fellowship Ministries, Inc. is to make you, the event coordinator look like a super star for selecting a great speaker for a great audience to create a great event with great present and future impact.***