



DAN NORMAN'S PRESENTATION PLANNING "HOMEWORK"

Please complete and return to Dan at least two weeks prior to his scheduled presentation date.

Company or Association Name _____

Address _____

Primary contact for event planning _____

Title _____

Office Phone _____ Cellular Phone _____

Fax number _____ E-Mail address _____

Contact to help Dan with his presentation homework _____

Title _____

Office Phone _____ Cellular Phone _____

Fax number _____ E-Mail address _____

BACKGROUND ON YOUR SALES TEAMS AND YOUR COMPANY

What products does your company sell? _____

Are your products sold through: outside sales, inside sales, retail sales, major accounts, telemarketing sales?

How many sales representatives will be attending this meeting? _____

What is your market share percentage for the products that you sell? _____

What are your strengths and weaknesses? _____

For additional information: contact Dan Norman at dan@toptenselling.com or call (407) 760-1000.



Who is your competition and what are their strengths and weaknesses? _____

Specific challenges being faced by your sales team? _____

Purpose of event. (recognition, training, reorganization, educational) _____

Theme or name of meeting or event _____

What are your specific objectives for the meeting? _____

What is the desired outcome of the meeting? _____

What is your desired outcome from Dan's presentation? _____

What happens immediately before and after Dan's presentation? _____

For additional information: contact Dan Norman at dan@toptenselling.com or call (407) 760-1000.



What is planned the evening before Dan's presentation? _____

Who is speaking before and after Dan? _____

Please provide the names and titles of key individuals, managers or leaders participating in the meeting and their expectations of the meeting.

ARE THERE ADDITIONAL PEOPLE WHO CAN HELP DAN WITH HIS PRESENTATION HOMEWORK?

Name _____

Title _____

Office Phone _____ Cellular Phone _____

Fax number _____ E-Mail address _____

Name _____

Title _____

Office Phone _____ Cellular Phone _____

Fax number _____ E-Mail address _____

MEETING LOGISTICS

What is the location of meeting or event? _____

At what hotel should Dan stay? _____

What is the nearest airport? _____

Will transportation be provided to and from the airport for Dan? _____

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