

# 48 HOUR PR

## Company/Personal Bio Questionnaire

1. Company/Organization/Individual Name
2. Company/Organization Contact
  - a. Name & Title
  - b. Phone
  - c. Email
3. Who is the audience?
4. If for a company/organization answer the following:
  - a. What makes you unique or what is your unique selling position?
  - b. Where is the company located?
  - c. What is your organization mission statement?
  - d. What are the three key messages you want to communicate to your audience?
  - e. Do you have a Corporate Social Responsibility program? If yes, please explain?

5. If a personal bio answer the following:
  - a. Current place of work and title and how long have you had the position and/or worked at the company?
  - b. What is your key work experience, please include company and title (no more than 10 years of previous work experience)?
  - c. Please list 3 – 5 hobbies?
  - d. Please list all education, certifications and licenses?
  - e. If you have a personal motto please list it?
  - f. Please included anything unique or information you would like included in the bio?

After completing the questionnaire, please save a copy for your files and email to [orders@48hourpr.com](mailto:orders@48hourpr.com) with your company name in the subject line. Thank you for your order.