

InspiraGen Institute, LLC

Pre-Program Questionnaire

Help us make your program a memorable success. Please complete this form and return along with additional background information i.e. annual report, newsletters, program/event brochures, invitation, etc.

Please return questionnaire to: **InspiraGen Institute, LLC**
Attention: Linda Chandler, General Manager
6400 Baltimore National Pike, Suite 134
Baltimore, Maryland 21228
Phone: 443-982-7582 / Fax: 800-385-3177

* **No later than:** _____ **[by fax or email]**

1. Name of organization: _____

2. Program Date: _____ Day of the week: _____

3. Program Start time: _____ Location: _____

Start time of Ty's Program: _____ Length (total minutes): _____

4. Meeting/Program objective(s): _____

5. Program theme: _____

6. Audience demographics:

a) Size of audience: _____ b) Men %: _____ c) Women %: _____

d) Age Range _____ to _____ e) Spouses present: Yes _____ No _____

f) Profile of your organization and who will be attending (i.e. business of organization, titles of participants and the work they do): _____

7. Who in the audience should Ty take special note of: _____

8. How much of each area listed below would you like Ty to deliver throughout his session?
(Try to give a percentage indication)

____ Large Group Activities ____ Small Group Activities ____ Humor / Really Fun Stuff

____ Motivation ____ Inspiration ____ Case Studies ____ Improvisation Skits (Topic Related)

____ How to's (Content) ____ Implementation of tools / models shared **Other:** _____

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9. **Keynote / General Session Program Title:** “ _____

Four key points you feel Ty should discuss throughout his presentation:

-
-
-
-

What would you expect out of a seminar with this title and description? _____

10. List three (3) important things Ty should know about this audience:

- a. _____
- b. _____
- c. _____

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

12. What are some specific examples of things 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: _____

13. What are 3 major problems/challenges you face on your job (they face on their job) that relates to my topic? _____

14. What do you feel are two solutions to the above problems/challenges? _____

15. How will the audience be dressed? How should Ty be dressed? _____

16. How will you evaluate the success of the program Ty conducts? _____

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17. Who else is speaking at this event? _____

18. Who spoke last year or last to your audience on the subject Ty will be addressing? What did you like most? What did you like least? _____

19. What is happening before Ty speaks? _____

20. What is happening after Ty speaks? _____

21. Are there any buzzwords or terms Ty Howard should be aware of? _____

22. What's the mission of your organization? _____

23. When your people depart from this presentation, what ONE (1) thing do you want to be pinned in their minds? _____

24. Would you like Ty to participate in any scheduled functions at the same engagement?
Yes _____ No _____ Time: _____ Location: _____
Event: _____ Dress: _____

Place names and phone numbers of the following persons affiliated with your organization that can discuss with Ty issues, challenges, solutions and good news about your organization:

a. CEO/President/Div. Head _____ Phone _____

b. Meeting Planner _____ Phone _____

c. Other Key Person _____ Phone _____

Questionnaire prepared by _____ Phone _____

Thank you for taking the time to provide this information. I will use it to prepare and fine-tune an outstanding keynote address for your group.