

InspiraGen Institute

(Fillable Form fields below.)

Pre-Program Questionnaire

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

Please return questionnaire to:

InspiraGen Institute
Attention: Ty Howard
6400 Baltimore National Pike, Suite 134
Baltimore, Maryland 21228
Phone: 443-982-7582 / Email: info(at)tyhoward[dot]com

***No later than:** _____ **[by 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. Meeting/Event 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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Program: " _____ " <<== Title Here

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

-
-
-
-

What would you expect out of a program 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 three (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 presents? _____

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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 who can discuss with Ty issues, challenges, solutions, and good news about your organization:

a. President/CEO/Leader _____ Phone _____

b. Director _____ Phone _____

c. Other Key Person _____ Phone _____

Questionnaire prepared by _____ Phone _____

Thank you for taking the time to provide this information. Ty will use it to prepare and fine-tune an outstanding keynote address, general session, plenary session, training session, school assembly, or special program presentation for your group.