



PRE EVENT

# QUESTIONNAIRE

*Please complete and return to: [tyler@tylerhayden.com](mailto:tyler@tylerhayden.com)*

1. Who is coming to the event?

Total Number of People:	
Male/Female Ratio:	
Age Range:	
Educational Background:	
Names of Key Stakeholders at the Event:	

2. What is your event theme and main objective?

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3. Briefly describe the nature of your attendee's:

a. Job

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b. Business/Industry

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4. What are the three biggest challenges people are facing in your industry/team?

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5. What are some examples of your business/team or industries biggest successes?

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6. What are the core skills/behaviors required to be successful in your business/team?

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7. Thinking about previous outside speaker's presentations with this group, what did the group:

Like Best:	
Like Least:	

8. Are there any topics or themes that are sensitive and I shouldn't "go there"?

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9. What are the top two objectives for my part of your event?

#1	
#2	

10. What is happening at your event:

Just Before Me:	
Just After Me:	

11. Do you have any advice or tips that you could share that would help me to build a successful program for your attendees based on your experience with them?

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11. Please list some of your past speakers:

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NOTE: Please send me any promotional materials or announcements about this presentation (if any) so that my presentations will be consistent with your messages.

Please as well send any content that would help me to better understand your business including: website address, industry links, newspaper articles, etc.

Finally, I'd love to receive event logos or other graphics that I could include in the presentation. I'm looking forward to helping to build a memorable and insightful event for your group.

