

TIM GARD

HALL OF FAME SPEAKER



PRE-EVENT QUESTIONNAIRE

Thank you again for having me present at your event.

Please take a moment to fill-out this questionnaire. It will help me tailor the presentation to your group.

I know it looks like a lot and a bit overwhelming, but the more details the better. Also, please note, that some questions may not apply and you may skip over them.

If you prefer to go over the information with Tim on the phone, that's fine too. You can use this as a guide of the type of information that Tim will be asking you.

The form has been created with Adobe fillable form fields using a common font (Arial), so hopefully you will not encounter any issues.

If you do have issues, I would greatly appreciate it if you bring them to my attention so I can have my staff look into it.





Finally, if there is any information that you feel would be helpful in making your event a success that I did not ask, please feel free to include it in a separate attachment or email.

Okay, let the fun begin...

GUIDES

- Bio
- Introduction
- Event Success Guide
- Program Information
- Pre-Event Questionnaire

CONTACT

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Laughter Becomes You

Tim Gard Pre-Event Questionnaire

Organization Name

EVENT INFORMATION

Theme of Event

Purpose of the Event

Event Site Address

Onsite Contact Person

Emergency/Backup Contact Person

Type of Event:

- Conference
- Business Meeting
- Retreat
- Banquet
- Sales Kickoff
- Training
- Other

Recommended Attire for Men:

- Suit / Sport Coat
- Shirt & Tie (no jacket)
- Business Casual
- Very Casual (jeans)
- Pocket Protector & White Shirt
- Toga
- Other

MY PRESENTATION(S)

| | Date (mm/dd/yy) | Start Time (hh:mm am/pm) | Duration (mins) | Setup Time (hh:mm am/pm) |
|---|--------------------|-----------------------------|--------------------|-----------------------------|
| A | | | | |
| B | | | | |
| C | | | | |

Setup time for my program is no less than 15 minutes.

The may be done just prior to my event (if you have a break scheduled) or it may be done earlier in the day, with the prop tables carried to the front of the room just before I take the stage.

Also please allow extra time and provide assistance if programs will be located in different rooms, especially when programs are back-to-back.

AUDIENCE INFORMATION

Type of Work Performed by Group

Who Will Attend?

Executives

Supervisors

Managers

Line Staff

Maintenance Staff

Support Staff

Other

How Much Do Audience Member Travel

Air %

Land %

Sea %

Name of Your Computer System

Top Ranking Person(s) in My Audience

Employed By:

Business

Self-Employed

Non-Profit

Federal

State

County

International/Foreign State

Other Notable Dignitaries

Will Children Be In Attendance

Estimated number of attendees, their age, and gender for the entire event and my programs

Attendees
(approx)

AGE
(young to mature)

WOMEN
(# or %)

MEN
(# or %)

Total

A

B

C

The above numbers do not have to be exact. They provide me with an estimate of the quantity of props I should have on hand. Many people enjoy taking them home to remind themselves of the lessons learned.

TOPICS OF DISCUSSION

Please list a few job situations or duties that can cause stress to my audience as they do their work. (3 each)

What are some of the things that the others (i.e. public/customers/coworkers/etc) say or do, which may be causing stress at work or in the daily lives of my audience?

Are there any specific topics you would like for me to address that has not been asked?

Are there any specific topics you would like for me to avoid (i.e. the elephant in the room; please note that I do not talk about sensitive, culture or political topics during any of my programs. Everything is fun and clean.)?

TIM'S TRAVEL

Since you know the area better than I, what is the estimated travel time from the airport to the event site and are there any special directions I should know about?

Are there any special directions I should know about? (i.e. avoid Gate A, check in with security in building B)