

PRE-TRAINING FACT FINDING CENSUS

This pre-program census is to assist Curtis in preparing his presentation to your organization.

Curtis' objective is to dial in and meet your specific needs. To do this, we need your help! Please take a few moments to answer the information below to the best of your ability. Feel free to provide any additional promotional material that will assist in this effort, i.e., conference reports, news articles, etc.; once completed, return the form to us and we will arrange a huddle to go over the census.

GENERAL ORGANIZATION INFORMATION

Organization:

Type of Event:

In-person: Virtual:

If in person,

Address of Event:

Room: City: State: Zip:

Other name or acronym the organization use(s):

Organization's slogan:



PRESENTATION/PROGRAM SPECIFICS AND OBJECTIVES

Conference/Program Theme:

Specific Presentation Title:

Date: Start Time: End Time: Length:

What happens on the program right before and after Curtis speaks?

EDUCATOR PROFILE

What percentage of your educators identify as the following?

male: % female: % non-binary: %

Race: by percentage:

White: % African American: % Latinx: % Asian: %

American Indian: % Alaska Native: % Native Hawaiian: %

Pacific Islander: % Other: %

LGBTQIA %

As a person with A Disability %

Age range: - Avg. age:



STUDENT PROFILE

What percentage of your students identify as the following?

male: % female: % non-binary: %

Race: by percentage:

White: % African American: % Latinx: % Asian: %

American Indian: % Alaska Native: % Native Hawaiian: %

Pacific Islander: % Other: %

LGBTQIA %

As a person with A Disability %

Age range: - Avg. age:

Are participants coming voluntarily, or is it mandatory?

Voluntarily **Mandatory**

If mandatory, are there any special incentives for educators?



BACKGROUND

Who are the other speakers in the program, if any?

Speaker:

Topic:

Speaker:

Topic:

Speaker:

Topic:

WHAT SPEAKERS HAVE YOU USED IN THE PAST TO ADDRESS DEI?

Speaker:

Topic:

Speaker:

Topic:

Speaker:

Topic:

What did you like and dislike about these presentations?

(Without their names if you prefer, but please comment on the material used.)

Are there any key people Curtis can interview before the engagement? With your permission, we would like to contact them for more research information on District 124; if not, no worrie

Name: Phone:

Name: Phone:

Name: Phone:



DETAILS ABOUT YOUR AUDIENCE

Recent Achievements?

Problems/Challenges your owners are facing?

What three things can Curtis do to ensure your program is a success?

1.
2.
3.

Besides politics and religion, are there any topics Curtis should avoid?

Are there any specific topics you want Curtis to address?

How would you prefer Curtis to dress for this presentation?

LOGISTICS

Is there anything you would like to share with Curtis?

Curtis will call a huddle before the event to review the pre-engagement questionnaire to ensure we are all on the same page.



NOTES FOR HUDDLE:

