



SPEAKING ENGAGEMENT INFORMATION SHEET

Event Highlights:

Event Date: _____
 Name / Theme: _____
 Time of day: _____
 Time frame: _____
 Number of attendees: _____

Event Details:

Speaker Requested: _____ Honorarium?* \$ _____

**Volunteer and Charitable requests are welcome but are subject to and prioritized after compensated events*

How long is the speaker expected to speak? 15 - 20 min 30 – 45 min 30 – 60 min

Is there a style requested? Workshop Motivational Seminar Keynote

We would like a table to sell and display his book. Is that possible? Yes No

Will the event be taped? Yes No If so, can we have a copy of the footage for promotional usage only? Yes No

Upon completion, will there be a certificate and/or recommendation offered? Yes No

Travel Provided (if applicable):

Round-trip Airfare from _____ Airline _____ Confirmation # _____

Accommodations _____ # Nights _____ Confirmation # _____

Ground Transportation _____

Contact information for the Event Planner:

Name: (Mr. or Ms.) _____ Position: _____

Phone: _____ Email: _____

Mailing Address: _____

AV Needs

Lectern Laptop (MS Office 2007 pref.) Projector Screen (large) Mic (wireless preferred)

Hospitality

Water Station Display table to sell and/or display Marketing Materials