

Date of Request: _____

Sponsor: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Date & Location of the Event: _____

What is the mission of the event: _____

What topic do you want addressed: _____

Give the description of the schedule of the event: _____

How many times will the speaker speak and the length of each session: _____

Approximately how many people will attend the event: _____

Will attendees be paying the fee for the event: YES NO

If yes, how much: \$ _____

*Fund raiser is normally considered a "paid" event

May Our Materials Be Sold: YES NO

What is the Designated Honorarium: _____

Will the Expenses for Two Be Covered: YES NO

At which hotel will the speaker be staying? _____

Group Type

- Men
- Women
- Couples
- Singles
- Corporation