

Speaker Request Form

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EVENT ORGANIZER

NAME OF REQUESTING ORGANIZATION

EVENT SPONSOR(S)

POINT OF CONTACT

Name:

Title:

Phone:

Email:

EVENT DETAILS

EVENT NAME

EVENT WEBSITE

EVENT DATE/TIME

EVENT VENUE/ADDRESS

EVENT THEME/OBJECTIVE

EVENT TYPE (Dinner, Conference, etc.)

REQUESTED TOPIC

PRESENTATION FORMAT (On location or on air? Keynote, Round Table, Panel, etc.)

EXPECTED DURATION

WILL THERE BE A FOLLOW UP (Q&A or Reception)?

AUDIENCE

EXPECTED SIZE

DESCRIBE (Briefly describe its make-up.)

WILL MEDIA BE PRESENT?

IF YES, WHICH MEDIA OUTLETS?

ADDITIONAL DETAILS

SPEAKER FEE BUDGET

ATTIRE

PLEASE DESCRIBE THE FOLLOWING:

DINING ARRANGEMENTS

TRAVEL EXPENSES

LODGING ARRANGEMENTS

TRANSPORTATION ARRANGEMENTS

OTHER NOTES?
