**Speaker Request Form**

Requester Information:

1. Name:
2. Organization:
3. Title:
4. Address:
5. Email:
6. Phone:
7. Organization Website:
8. Same as billing information? Yes\_\_\_\_\_ No\_\_\_\_\_

Billing Information:

1. Name:
2. Organization:
3. Title:
4. Address:
5. Email:
6. Phone:

Event and Venue Information:

1. Title/Topic and preferred presentation format:
2. Location:
3. Dates:
4. Address:
5. Scheduled speaking time:
6. A/V Equipment and Wi-Fi? Yes\_\_\_\_\_ No\_\_\_\_\_
7. Event Purpose:
8. Onsite Event Coordinator and contact information:

Budget: (50% of fee due at booking)

1. Speaker Budget:
2. Travel Budget:

Audience:

1. What do they do, and why are they there?
2. Audience size:
3. Registration list available? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Can I speak with several registrants prior to, so as to include content they are looking for?

Yes\_\_\_\_\_ No\_\_\_\_\_

Promotion:

1. Type and frequency of ads, social media, web-link to share?
2. Event recorded? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Journalists present? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Vendor table available? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Pre-purchase of speaker books for audience? Yes\_\_\_\_\_ No\_\_\_\_\_
6. Attendee survey to follow? Yes\_\_\_\_\_ No\_\_\_\_\_

**Please email completed form to Julie@KeyeStrategies.com**