

## Presentation Inquiry

Contact Information					
Full Name:		Last	First	Title	
Company:					
Address:		Street Address			Suite/Unit #
		City	State	Zip	
Office Phone:	( )		Home Phone:	( )	
Cell Phone:	( )		Fax:	( )	
E-mail Address:					
Website URL:					
Event Information					
Contact Made Through/At:		Event Organizer:			
Length of program/event in which speaker will be in the room:			Length of Presentation:		
Contact at Meeting:					
Address of Meeting					
Date & Time of Event:		Date	Time	Length of Program:	
Room Specific Setup:					
What type of event?					
What is the Overall Theme of the event?					
What is the purpose of my talk?	Inform/Educate	Persuade	Lecture	Inspire	Provoke
What are your (3) objectives about the program? Briefly describe what Type of event you are planning. How many other speakers will Present and what are their topics?					

## Audience Profile

How many people plan to attend?

What are the demographics of the audience (percentage male/female, age range, education, etc.)?

What is the personality of the group?

What are their current issues/challenges?

What is your budget?

Quoted program fee and expenses/payment structure and policy deposits:

Special requirements from speaker:

Equipment Preference:  
Projector for PowerPoint  
(standard) customized  
depending on presentation

Information Needed From Speaker:

- .
- Title Description:**
- .
- .
- Biography**
- .
- .
- Introduction**
- ..
- .
- Handouts/Support Materials**

Permission to sell  
books in the back of  
the room is Granted

Special Offering to participants: