

Thank you for considering Stephanie L. Jones for your event. Please provide the following information about your event and speaker requirements.



**Organization Information:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website URL: \_\_\_\_\_

**Representative Contact Information:**

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. No: \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail: \_\_\_\_\_

**About Your Event:**

Title and theme of event: \_\_\_\_\_

Name and address of venue: \_\_\_\_\_

What is the date (s) and time of the event/conference? \_\_\_\_\_

If multiple day event, what date (s) would you like for Stephanie to speak? \_\_\_\_\_

What specific time would you like for Stephanie to speak? \_\_\_\_\_

What is the allotted amount of time to speak? \_\_\_\_\_

Who are your attendees (gender and age)? \_\_\_\_\_

What is the expected size of the audience? \_\_\_\_\_

**Level of Participation:**

Please select participation level: \_\_\_\_\_ Panelist \_\_\_\_\_ Keynote speaker \_\_\_\_\_ Workshop

Will the session(s) be recorded (audio/video)? \_\_\_\_\_

**\*Note: This is an extremely sensitive subject! People do not ask questions and feel bound if a camera or audio recorder is present.**

**Event Budget:**

What is the budget/honorarium for your speaker (excluding travel and lodging expenses)?

\_\_\_\_\_

If necessary will you provide travel, lodging, and ground transportation arrangements?

\_\_\_\_\_

*\*Please note that travel arrangements must be made at least 30 days prior to event. The cost of luggage must be included in travel arrangements. Airlines charge \$15-\$25 per item.*

If necessary will you provide travel and lodging for an assistant? \_\_\_\_\_

**NOTES:**

\*A table is required for a book signing.

\*Twenty-five percent (25%) non-refundable deposit of agreed upon honorarium shall be submitted to confirm event and the balance is due on day of event.

\*If traveling by plane the cost of shipping books must be covered unless otherwise agreed upon.

\*If traveling by car the cost of car rental and fuel must be covered unless otherwise agreed upon.

**Special notes from host:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature and title of representative:**

\_\_\_\_\_  
\_\_\_\_\_

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

Deposit Received On: \_\_\_\_\_

Confirmed On: \_\_\_\_\_

Additional speaker notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stephanie L. Jones or Representative Signature:** \_\_\_\_\_