

First Name Last Name Speaking Engagement Information

1. What is the official name of the '08 event ?
2. Where will the speaker's presentation take place ? (hotel name, address, ballroom, etc)
3. Who will sign-off on the agreement ? (name and title)
4. Who will be speaker's main on-site contact ? (name, title and cell phone #)
5. Please provide the audience info, size, demographics
6. Regarding speaker's first session on Date, Please provide the ideal timeline
7. How should speaker dress ? (Business, Business Casual)
8. Any additional requests ?
9. Date of engagement:
10. Client Name:
11. Client Contact name:
12. Client Contact email/phone:
13. Client Website URL:
14. Speech Title:
15. Start time, and duration:
16. Theme:
17. Objectives of the meeting:
18. Does client need an outline of the talk in advance (by what date):
19. Description of meeting
20. Number of people expected:
21. Room setup:

22. AV setup (my computer or theirs):

23. Who is doing the introduction, and what is their contact information:

24. Speech Recipe: Entertainment % Content % Inspiration %

25. Goals for the speech:

26. Contact information of three to five people for research about organization.: