

IMAGINE Speaker Request Form

| | | | | | |
|--|---|--|---|----------------|--|
| Sponsoring Group | | Do you have an audio/visual person available for the event? | Yes or No | | |
| Address: (Mailing) (Street) (City, State, Zip) | | Event is being held at: (Name) (Street address) (City, State, Zip) | | | |
| | | Name and distance of nearby cities with major airline service; | | | |
| Contact Person: Title: | | Please give a brief overview or percentage of the demographics of those attending: (predominantly male, female, younger, older, etc.) | | | |
| Contact's Home phone: Cell: Email: Fax: | | Requested Arrival date and time: Event dates: | | | |
| | | Departure date: | | | |
| Official Name of Event: Organization: Theme: | | Expected size of audience: Description of your event: | | | |
| Type of Event | <input type="checkbox"/> Conference <input type="checkbox"/> Retreat <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Other: _____ | You can provide | 2 microphones CD Player 2 tables with cloths 1 on stage/ 1 product | | |
| # of times Ron will speak | Session(s): | Length | Date | Time | Additional comments or helpful information |
| | Ex <input checked="" type="checkbox"/> 1 | <u>45min</u> | <u>06/09/09</u> | <u>2:00 pm</u> | |
| | <input type="checkbox"/> 2 | _____ | _____ | _____ | |
| | <input type="checkbox"/> 3 | _____ | _____ | _____ | |
| | <input type="checkbox"/> 4 | _____ | _____ | _____ | |
| Is there anyone who wants to meet with Ron: | | | | | Who will be introducing Ron? |
| <input type="checkbox"/> Prior to his presentation <input type="checkbox"/> Following his presentation | | | | | |

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What do you want to achieve at this meeting?

What are the greatest challenges the group is facing?

Has the group experienced any special successes or failures recently?

Are there any special or sensitive issues of which Ron should be aware?

What else should Ron know about your group

What type of attire will the group be wearing?

Formal Business Dress Business Casual Casual Other Attire (explain)

Will Spouses be in Attendance? Yes No

TRANSPORTATION ARRANGEMENTS

Ron prefers to be met at the airport by either a representative of your organization or a limo service. Will this be possible? yes no

If YES, please specify details here:

If NO, is taxi or rental car available?

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V. Crises Prevention

If Ron should encounter any last minute problems or emergencies enroute-

Who should he contact?

At What Phone Number?

Primary #:

Cell #:

Alternate #:

Email#:

Thank you!

Expense Information

| | | | |
|----------------|-------------------|---|----------|
| Speaker's Fee: | \$3,500.00 | Misc onsite demonstration expenses: | \$0 - 50 |
| By Car | | Sponsor is asked to cover all traveling fees, meals, and lodging to and from the requested event. | |
| By Plane | | | |
| Hotel | | | |

Again, Thank you for taking the time to complete this form. We will be in contact with you soon.