

Speaker Intake Form

Contact Information

Contact Person	
Name of Business or Event	
Phone	
E-mail	
Fax	
Mailing Address	

Event Information

Topic for Event	
Date of Event	
Time of Event	
Location of Event	
Length of Presentation	
Time of Presentation	
Audience Size	
Describe the Audience. What do they do? What are their challenges? What do they want to learn?	
A/V Equipment Available?	
Internet Access Available?	
Vendor Table Available for Book Sales?	
Interested in Pre-purchasing Books?	
Speaker Rate	
50% Deposit Due By	
Guidelines for Travel Expenses? Will they make arrangements or can I?	
Onsite Event Contact Person and Cell #	
Other Notes	