

# Presentation Inquiry

# Melissa Galt Speaking

Contact Information					
Full Name:					
	<i>Last</i>		<i>First</i>	<i>Title</i>	
Company:					
Address:					
	<i>Street Address</i>				<i>Apartment/Unit #</i>
	<i>City</i>		<i>State</i>	<i>ZIP Code</i>	
Office Phone:	( )		Home Phone:	( )	
Cell Phone:	( )		Fax:	( )	
E-mail Address:					
Website URL:					
Event Information					
Referred By:			Event Organizer:		
Contact at Meeting:			Address of Meeting:		
Date/Time of Event:			Length of Program:		
Room Specification/Setup:					
What is the overall theme of the conference? What type of event?					
What is the purpose of my talk?	<input type="checkbox"/> Inform/Educate <input type="checkbox"/> Persuade <input type="checkbox"/> Lecture <input type="checkbox"/> Inspire <input type="checkbox"/> 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 should I know about the group?		
What are their current issues/challenges?					
What is your budget?			My quoted program fee and expenses / payment structure and policy deposits:		
<b>Special requirements from speaker:</b>	<b>Equipment Preference:</b> Projector for power point presentation dependent on topic selected.		<b>Information Needed From Speaker:</b> Title/Description: Biography Introduction Handouts/Support Materials		

Approved on: \_\_\_\_\_ By: \_\_\_\_\_ Contract sent on: \_\_\_\_\_