

## **SPEAKER REQUEST INFORMATION**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Name of Company or Event:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Speaking Topic:** \_\_\_\_\_

**Date of Event:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time of Event (e.g. 2:00 pm):** \_\_\_\_:\_\_\_\_\_

**Event Venue:** \_\_\_\_\_

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

**City/State/Province:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Length of Presentation Needed:** \_\_\_\_\_ **Audience Size:** \_\_\_\_\_

**Multiple Presentations?**  YES  NO **If yes, how many?** \_\_\_\_\_

**Description of the audience. What is their occupation?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What are their challenges?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What do they want to learn/take away from this session?** \_\_\_\_\_

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**A/V equipment available?**  YES  NO      **Will you film the event?**  YES  NO

**Will internet access be available?**  YES  NO

**What is your budget for this presentation?** \_\_\_\_\_

**What are the guidelines for the travel budget and arrangements? Should I book the travel or will your company handle the travel arrangements?**

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**Additional Information?** \_\_\_\_\_

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**Please email a copy of this form to maford1958@gmail.com.**

**Thank you for allowing Mary Ford to help your audience teach it, speak it, and pray.**