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**Speaker Booking Form**

Thank you for considering us to speak at your event. To help ensure that we meet your needs, please complete the form below.

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| --- | --- |
| Contact Name  |  |
| Name of company or event |  |
| Phone |  |
| Email |  |
| Date and time of event |  |
| Event location |  |
| Speaking Topic |  |
| Length of presentation time |  |
| Audience size |  |
| Describe the audience*Expectations? What do they want to learn/take away from this session?* |  |
| A/V Equipment available? |  |
| Will you film /take photos at the event? *If yes, can we have copies please.* |  |
| Internet access available? |  |
| Vendor table available for book/product sales? |  |
| Interested in purchasing books for audience ahead of the event? |  |
| What is your budget to cover fees and travel expenses? |  |
| Will your organisation handle the travel arrangements? |  |
| Onsite event contact name and mobile phone number? |  |
| Hashtag for the event? |  |
| Other info? |  |