

SPEAKER INQUIRY FORM

Name of Event: _____

Date of Event: _____ Time: _____

Location/Address of Event: _____

Topic: _____

Length of Speech: _____ Is there audio/visual equipment available? _____

CONTACT INFORMATION

Contact: _____ Title: _____

Organization: _____

Address: _____
City State Zip Code

Phone: _____ Fax: _____ Email: _____

Website(s): _____

GENERAL BACKGROUND

NOTE: *Power Living would appreciate receiving printed material (invitations, brochures, newsletters, etc.) about your company and this event. This will help Dr. Kennedy tailor her presentation, and ultimately leave a more lasting impression on your audience.*

1. Please provide a brief description of your organization:

2. Please list any key issues, trends or challenges that are pertinent to your organization's industry both today and for the future.

3. What target markets/industry does your organization primarily focus on?

4. Provide any additional information that you feel Dr. Kennedy should know about your organization that will help her prepare for your event:

THE PROGRAM

1. Please give a complete, detailed schedule for your program, from beginning to end. Where does the Speaker fit in?

Time

Function

2. What are the specific objectives of your meeting / event?

3. What would you like the presentation to accomplish for the audience?

4. Why did you choose Dr. Kennedy for your event?

5. What speakers have you used in the past?

6. Are there any other speakers on this program?

Name

Date/Time

Topic

7. Is there time for Q & A or audience interaction with Dr. Kennedy? If so, how much?

AUDIENCE ANALYSIS

1. Audience description:

Approximate number attending: _____

% Men: _____

% Women: _____

Age Range: _____

Spouses? _____

International Attendance? _____

2. Please describe the attendees, including positions of those attending. (Open to the public, company employees, sales team, etc.)

3. What are the three or four major day-to-day challenges of the individuals in the audience?

4. Are there any sensitive issues that should be avoided?

EVENT PROMOTION

1. **How will Speaker be promoted?** Press Release: _____ Website: _____ Media: _____

Exhibitor Table: _____ Book/CD Signing: _____ Other: _____

Relevant deadlines: _____

Photo Specs: _____ Biography Length: _____ Logo Specs: _____

2. **Will this event be recorded?** _____ **If so, Audio or Video?** _____

All speaking engagements audio/videotaped must be provided without copyright restrictions for use by Speaker. Sponsor will not display, sell or distribute Speaker portion of recording for any purpose, without prior written approval.

BUDGET

Honorarium/Fee Proposed: _____

The standard commercial fee starts at \$5000. A 50% deposit is required upon signing of the Agreement to secure date.

At a minimum the following expenses must be covered in order for this request to be considered:

- Air Transportation
- Hotel Accommodations
- Car Service/Ground Transportation
- \$100 Per Diem for Misc. Expenses

Additional Notes:

Please complete and fax to 212-901-6913. For any questions please do not hesitate to call 212-901-6913 or email info@drterrikennedy.com.