

BARBARA SHAIMAN / EMBRACE YOUR LEGACY

SPEAKER REQUEST FORM

Please fax this completed form to 484-278-4219, or return completed and scanned forms to barbara@embraceyourlegacynow.com.

Name

Organization / Company

Address

Contact Information

Primary Event Contact

Name

Phone

Cell and emergency #'s

Email

Type of Event

Panel Discussion

Keynote

Workshop

Book Signing

Award

Other (please describe)

Approximate number of guests/ audience

Title of Event

Date of Event

Location of Event

Time of Event

Duration of Event

Will a meal be included as part of the Event program?

Time of Speech or Panel

(if event is scheduled before or after meal, other programming, etc.)

Duration of Speech/Panel

Will there be a Q&A follow up? Y/N

If yes, for how long?

Will there be a book purchase and/or signing opportunity?

Will travel and accommodations be provided?

If within driving distance, will parking be included?

Topic of Speech / Panel (Please be as specific as possible)

Please briefly describe your event and what you expect from the speaker

Will your organization handle PR / promotion / advertising for the event?

Please provide specifics