



SPEAKER REQUEST FORM

Natascha F. Saunders

www.TheYouthCareerCoach.com | www.NataschaSaunders.com

Thank you for your interest in hiring a speaker for your upcoming event. We have some questions that will help us best serve you. **(Feel free to *handwrite* or *type*.)**

Date Request Submitted:

Contact Name:

Contact Phone:

Contact Email:

Organization Name:

Organization Address:

Organization Website:

Date of Event:

Purpose of event:

Time you need speaker to arrive:

Time of Event:

Time for speaker to actually speak:

Allotted time for presentation (15, 30, 45, 60 mins, 90 mins, ½ day, Full-Day etc.):

Does the speaker need to create a PowerPoint?

We ask that you provide copies of any workshop handouts to use for attendees, is this possible, if they are sent to you in advance?

Location of Event (please include *full address*):

Audience Age/Gender/Special Needs/Demographic:

How many participants are expected?

Will there be any other attendees or speakers, if so whom?

What specific topic or talking points do you want the speaker cover?

Please write any other notes the speaker needs to know:

What speaker transportation expenses can you cover? We ask that expenses be covered in advance (Flight, Bus, Gas, Cab, Parking), can this request be granted? If transportation cannot be covered, please share details.

Please indicate the honorarium you have in your budget for the speaker?

How will the honorarium be paid (Check, PayPal)?

By what date will the honorarium be paid? In parts, in full, etc.? We ask for a 50% deposit are you able to provide this?

Please indicate if your organization will provide any of the following: (1) Professional quality video of the presentation, (2) Provide a testimonial on organizational letterhead, (3) Do a write-up of the workshop in your newsletter, (4) Send a letter of referral to your contacts regarding Natascha's work, (5) Have someone take pictures during the presentation, or (6) Provide advertisement in the local media (TV, Radio, Social Media) (If none can be provided or if this is a private/confidential speaking request, please indicate below.)

Please email completed form to: info@NataschaSaunders.com

Questions: 1-202-400-2562 or use email above address