

Date(s) of Event

Start Time

End Time

Date(s) of Speech

Event Title

Event Theme

Event Address

Event Host Company/Organization

This is a

Business

Organization

Point of Contact

E-mail

Mobile Number

Work Number

Is this for a keynote speech, commencement speech or panel presentation?

Topic for Speech/Presentation

Expected number of audience members?

Expected length of speech (in minutes)

Who has spoken at this event in the past?

Are other speakers attending this event? Yes No

If so, what are their names?

Please specify parking location in proximity to building

If the event is in a Hotel or Conference Center, what is the name of the ballroom or conference room?

Phone #

Fax #

What audio-visual equipment is available?

Handheld microphone

Teleprompter

Flip Chart

Screen

Computer

Lavalier microphone

Projector

TV

DVD Player

Whiteboard

What is your budget for the speaker?

Additional Information

If you have any questions, please call us at: 512.501.1155
or e-mail us at: Purpose@ExcelGlobalPartners.com