

Brown Girl Proverb.

Speaker Request Form

Jermesha Striblet-Holmes / browngirlproverb.com / thebrowngirlbrand@gmail.com

Event Organizer

NAME OF REQUESTING ORGANIZATION

EVENT SPONSORS

POINT OF CONTACT :

NAME

TITLE

PHONE

EMAIL

Event Details

EVENT NAME

EVENT DATE AND TIME

EVENT VENUE/ADDRESS

EVENT OBJECTIVE

EVENT TYPE (dinner, Conference, etc.)

REQUESTED TOPIC

PRESENTATION FORMAT (On location or on air? Keynote, Round Table, Panel, etc.)

EXPECTED DURATION

WILL THERE BE A FOLLOW UP (Q&A or Reception)

Audience

EXPECTED SIZE

DESCRIBE (Briefly describe its make-up)

COST OF ATTENDANCE

WILL MEDIA BE PRESENT?

IF YES, WHICH MEDIA OUTLETS

Additional Details

SPEAKER FEE

ATTIRE

PLEASE DESCRIBE THE FOLLOWING:

DINING ARRANGEMENTS

TRAVEL EXPENSES

LODGING ARRANGEMENTS

TRANSPORTATION ARRANGEMENTS

Other notes
