

SPEAKER REQUEST FORM - JESSICA HANSEN

| CONTACT INFORMATION | |
|---------------------|-------------|
| COMPANY NAME: | |
| CONTACT NAME: | |
| PHONE: | FAX: |
| EMAIL: | |
| ADDRESS: | CITY/STATE: |
| | ZIPCODE: |

| EVENT DESCRIPTION | |
|-------------------------------------------------------------------------------------------------------------|-------|
| DATE: | TIME: |
| LOCATION: | |
| WHAT IS THE GOAL/PURPOSE OF THE EVENT? | |
| | |
| EXPECTED NUMBER OF ATTENDEES: | |
| LENGTH OF PRESENTATION: | |
| PRESENTATION FORMAT (PANEL, SPEECH, ROUNDTABLE, INTERVIEW, ETC.): | |
| | |
| TOPIC (S) YOU WOULD LIKE DISCUSSED DURING EVENT: | |
| | |
| WILL THE EVENT BE RECORDED? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| WILL THE NEWS MEDIA BE CONTACTED? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| IS THE SPEAKER ALLOWED TO OFFER PRODUCTS/SERVICES? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

HOST BUDGET LEVELS FOR SPEAKER'S FEE

- ☐ \$500 OR LESS (VOLUNTARY/PANEL/NON-PROFIT)
- ☐ \$1,000 - \$3000 (KEYNOTE/WORKSHOP PRESENTER)
- ☐ \$4,500 – \$7,000 (FULL EVENT/INSTRUCTOR/FACILITATOR)
- ☐ OTHER \$ _____ (PLEASE SPECIFY)

PLEASE NOTE: The host is expected to pay the following outside of the speaker's fee: (only out-of-town-requests)

1. Airfare
2. Ground Transportation
3. Meals
4. Hotel Accommodations

WRITTEN MATERIALS/BIOGRAPHY

DUE DATE FOR WRITTEN MATERIALS & BIOGRAPHY: _____
EMAIL ADDRESS WHERE WRITTEN MATERIALS & BIOGRAPHY CAN
BE SENT: _____

AUDIO/VISUAL EQUIPMENT

IF AUDIO/VISUAL IS USED, IS THE HOST CAPABLE OF MAKING
ARRANGEMENTS? YES ☐ NO ☐
CONTACT PERSON & INFO FOR AUDIO/VISUAL ARRANGEMENTS:

COMMENTS:

THANK YOU FOR YOUR INTEREST!

PLEASE COMPLETE AND SEND TO JESSICA@THEJESSICAHANSEN.COM