

SPEAKER REQUEST FORM

Date & Time of the Event:
Location of Event:
Theme/Topic:
Sponsoring Organization:

Type of Event:
Number of Sessions:
Number of Attendees:
Date of Request:

Contact Person:
Street Address:
City, State, Zip
Office Phone:

Cell Phone:
Email Address:
Web Address:

Financial Arrangements

Speaker Fees include a flat fee **plus** meals, travel expenses, hotel accommodations and ground transportation where appropriate. Hotel room must have access via an indoor corridor. No B&Bs or Home Hosts. Mileage for events greater than 30 miles will be reimbursed at a rate of .52 cents per mile. If transportation to and from the airport, hotel, and events is being provided by a sponsor volunteer, our policy is that a woman must be present for safety reasons.

A 50% Deposit is due with a signed contract within 30 days of this request to secure your date.

Any Balance is due at the conclusion of the event.

Cancellation Policy

Deposit is non-refundable in the event of cancellation. Sponsor will be required to pay one-half of the balance due if the event is canceled 90 days or less prior to the event. If for some reason the speaker has to cancel the event because of a medical or family emergency, the entire deposit will be returned to the sponsoring organization and recommendations will be provided for a replacement.

Event Details

Stage Setup

- A podium or music stand to one side of the stage for speaker notes is helpful.
- A bottle of water on stage often comes in handy.

Technical Requests

- An over-the-ear or lapel microphone is preferred, but a handheld is perfectly fine.
- If possible, Vicki would like to have a video recording provided to her following the event. The video can be used by the sponsor for future promotional purposes or provided to event participants following the event. However, please do not provide the video to those outside the sponsor's organization.
- Access to screens for presentation software is helpful. The presentation software can be operated by the speaker remotely or by an on-site tech, whichever is preferred.
- If possible, Vicki prefers to conduct a tech check, and sound check 90 minutes prior to the event.

Vicki Huffman | Sadness to Joy Ministries
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321-720-6427

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Book Table

- Books will be mailed to the site one week prior to the event.
- Please position a book table (approximately 5'-6' in length with a tablecloth) in the most high-traffic area as participants enter and exit the event. This allows participants to easily view and shop at their leisure.
- Please provide a few volunteers to assist at the book table. Typically, one to two volunteers for each 100 participants is a good guide.
- All volunteers will need to be familiar with the Square Register for use on an iPhone or iPad. They will also need to be comfortable handling cash and making change. Tax will already be calculated in to the book price for simplicity. Calculators will be provided should they be needed for making change.
- Please have volunteers download the FREE Square Register app on their phone prior to the event. Instructions for setup of your specific event will be provided with your completed contract.
- The book table should be open 30 minutes prior to and 30 minutes following each presentation.
- If you would like to include a book signing time following the event, please provide a location near the book table, or in another high-traffic area for this purpose. A taller pub height table and stool is preferred, but a smaller table and chair is perfectly fine.
- Following the event, please box up any remaining book table items. Specific instructions for returning the items at our expense will be provided following the event.