



**SPEAKER INQUIRY FORM**

[www.SayYestoYOUCoaching.com](http://www.SayYestoYOUCoaching.com)

In order to serve your needs in the best way possible, please complete the following and email back to [Sandy@sayyestoyoucoaching.com](mailto:Sandy@sayyestoyoucoaching.com)

Date: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Physical Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Website URL \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Type of Organization/Business \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Type of Meeting      Breakfast \_\_\_\_\_      Lunch \_\_\_\_\_      Dinner \_\_\_\_\_  
 Conference \_\_\_\_\_      One day Workshop \_\_\_\_\_      Teleconference \_\_\_\_\_  
 Award Ceremony \_\_\_\_\_      Professional Organization Meeting \_\_\_\_\_  
 Other (please explain) \_\_\_\_\_

Please describe type of Event \_\_\_\_\_  
 \_\_\_\_\_

**SPEAKER INQUIRY FORM (continued)**

Are there other presenters/speakers? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a program theme? \_\_\_\_\_

How long is the presentation? (Breakout/workshop/keynote: \_\_\_\_\_

Approximate Number of people in attendance \_\_\_\_\_

What is your Budget for this event? \_\_\_\_\_

**May back of the room products be displayed for continuing education tools?**

(Books, CD's etc.) Most audiences want something to help them continue learning after the presentation. In fact statistics prove that long-term change takes place with repetitive learning over a period of time.

Will a table be provided to display the products? \_\_\_\_\_

If necessary will a podium, levelor microphone, whiteboard be provided? \_\_\_\_\_

How did you hear about Hazel Palache?

Referral \_\_\_\_\_ Speaker Directory \_\_\_\_\_ Website \_\_\_\_\_ Other \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Meeting Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Thank you for the opportunity to present to your audience. We look forward to co-creating a powerful event.**

**Please return the completed form to our event coordinator Sandy Allan at [Sandy@SayYestoYouCoaching.com](mailto:Sandy@SayYestoYouCoaching.com)**