|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Planner Contact Information** | | | | | |
| Name |  | | Phone | |  |
| Last Name |  | | | | |
| E-mail |  | | | | |
| **General Contact Information** | | | | | |
| Event Name |  | Event Sponsor (Organization) | |  | |
| Event Start Date |  | Event Close Date | |  | |
| Approx. Attendance Size |  | Target Audience | |  | |
| Event Website |  | | | | |
| Event Address |  | | | | |
| What is the vision and purpose of the event? | | | | | |
|  | | | | | |

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| --- | --- | --- |
| Are there specific topics you would like covered? | | |
|  | | |
| What other speakers will be attending the event? | | |
|  | | |
| Is there anything else you would like us to know about the event? | | |
|  | | |
|  | | |
| Will you cover all transportation expenses? | | |
| □ | Yes | |
| □ | No | |
| If not, please list your reason: | | |
|  | | |
| Honorarium: | | $ |