



SPEAKER REQUEST FORM

INFORMATION

The following questionnaire will allow us to ensure that the presenter meets and/or exceeds your program needs and expectations. Thank you for taking the time to respond.

SPEAKER REQUESTED: _____

YOUR ORGANIZATION: _____

NAME OF EVENT: _____

LOCATION: _____

DATE REQUESTED: _____

CONTACT PERSON: _____

Phone and Email: _____

1. What is the purpose, theme or focus of the entire event?
2. What is the requested speaking topic?
3. At exactly what time is designated for the speaker?
4. What is the allocated amount of time for speaking?



Dr. Joseph Bryant, Jr. – Manager

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PROSPEAK

5. What is the requested arrival time?
6. Are there any materials and/or information you request from in advance of the engagement?
7. Will anyone else be speaking at this event? If so, please share their names.
8. What is the demographic makeup and expected amount of attendees for this event?
9. Is this event being promoted and/or advertised. If so, where?
10. Will this event be videotaped, and if so, will a copy of the segment be made available to him at no cost?
11. What is the dress code for this event?
12. What is the proposed speaker fee/honorarium*?
13. Please share any additional information that we may have missed that you would like us to know.

**All speaking engagements also require travel and lodging unless otherwise specified.*



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