Michael D. Young
SERIAL ENTREPRENEUR

EVENT REQUEST FORM

Requestor's Name: _____

Organization: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Organization's Website: _____

Event Website: _____

Event Social Media Platforms: _____

Event Contact Person: _____ Title: _____

Phone: _____ Email: _____

Type of Event
__ Religious
__ Community Organization
__ Trade or Professional Organization
__ Commerce
__ Other _____

Type of Venue
__ Church
__ Community Center
__ School
__ Public Auditorium
__ Other _____

Speaking Style
__ Roundtable
__ Panel
__ Lecturer
__ Keynote Speaker
__ Topical Speaker
__ Other _____

Duration of Speaking
__ 30 Minutes of Less
__ 30 Minutes to 1 Hour
__ 1 Hour to 2 Hours
__ Other _____

Event Date: _____ Event Location: _____

Event Start Time: _____ AM / PM Event End Time: _____ AM / PM

Speaker Arrival Time: _____ AM / PM

Must Speaker remain for the entire event? YES _____ NO _____

What is the Event's Topic or Theme? _____

Is the speaker required to focus on the theme? YES _____ NO _____

What is the desired outcome from the Speaker's attendance and message?

_____

_____

Are speaker product sales allowed? YES _____ NO _____

If Yes, will a 6 ft. table and two chairs be provided: YES _____ NO _____

Dress Code:

__ Formal
__ Semi-Formal
__ Business Casual
__ Casual
__ Audience

Anticipated Audience Size:

Circle One: 5 - 15 16 - 30 31 - 50 51 - 75 76 - 125 125 - 300 300 - 500 >500 >1,000

Audience Demographics (Percentage):

Black____ White ____ Hispanic/Latino ____ Asian ____

Under 18 ____ 18 - 25 _____ 26 - 35 _____ 36 - 50 _____ >50 _____

Travel

Is travel required from Orlando greater than 100 miles? YES ____ NO _____

Provide an allowance for travel arrangements $_____

Will an Honorarium be provided? YES ____ NO ____ If Yes, what amount? _____

Will the event be recorded? Audio ____ Video _____

Will a copy of the recording be provided to the speaker? YES ____ NO ____

Feedback

Will feedback or survey forms be provided at the event? YES ____ NO ____

Will the speaker be allowed to review the results of the feedback and/or survey? YES ____ NO ____

Please return this form at least 60 days from the date of event, to ensure the availability of the speaker. After completing the form, please email the form to mdouglasyoung@icloud.com or click button below.

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Email Now