



JOAN HERRMANN SPEAKING REQUEST FORM

PART ONE: EVENT ORGANIZER

Organization Submitting Request: _____

Event Sponsor: _____

For Profit/Not for Profit: _____

Contact Name: _____

Contact Phone: _____

Contact email: _____

Organization website: _____

PART TWO: EVENT DETAILS

Event Name/Title: _____

Location: _____

Date & Time: _____

Event Type:
(conference, dinner, etc) _____

Event Purpose/Goal: _____

Event Website: _____

PART THREE: PRESENTATION DETAILS

Requested Topic: _____

Presentation Format: _____

Duration: _____

Question and Answer: Yes _____ No _____

PART FOUR: AUDIENCE DETAILS

Approximate Size: _____

Honorable Guests: _____

Media in Attendance: Yes ____ No ____

If yes, describe media list: _____

PART FIVE: ADDITIONAL INFORMATION

Deadline for Acceptance: _____

Offer of Payment/Speaker Budget: _____

Offer of Reimbursement:
(travel, dining, lodging, etc) _____

PLEASE EMAIL REQUEST TO INFO@CYACYL.COM

ALLOW 3 TO 5 DAYS TO RECEIVE A RESPONSE