

Donna Lee Reed / **W-I-S-E**

Author of *“Life Is A Puzzle, Until You Find The Missing Pieces!”*

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Speaker's/Workshop/Retreat/Conference Inquiry & Booking Form:

Due to bookings this form should be completed and returned 4 – 6 weeks prior to the event.

Phone confirmations MUST ALSO BE CONFIRMED WITH THIS FORM—NO EXCEPTIONS!!

Name of Event _____

Date(s)/Time(s) of Event _____

Audience _____

Topic/Theme _____

Number of Attendees Expected _____ Length of Speech or Workshop(s) _____

Organization/Company/Church

Contact Person _____

Address _____

Phone _____ Email _____

Please make available 1 or 2 tables for book signing and item display

Please let us know if we will need to provide the following information. Please circle answers.

Photo for Advertising? Color: Yes No B/W: Yes No

Biography/Credentials? Available online

Workshop layout? Yes No

Will you be taping the event? Audio: Yes No Video: Yes No

(Please make available 1 free copy of video and audio taping of speaker)

Please indicate the name of providing agent for each item that is applicable with your event.

Air Transportation (Large plane preferred)

Airline Carrier/Flight

Information _____

Hotel Accommodations (Non Smoking Room)

Name/Location/Phone _____

Car Service/Ground

Transportation/Person _____

Transportation Provider Telephone _____

HONORARIUM/FEE is negotiable and will be determined upon confirmation.

However please provide proposed amount \$

Notes: _____

Print Name & Title of Authorizing Agent _____

Signature of Authorizing Agent _____

Date _____