

Kai A. Williams

P.O. Box 464792 • Lawrenceville, GA 30044

Phone: (770) 601-3593

Please e-mail requests to: Publicist@anoointedphrases.com

SPEAKER INVITATION FORM

Please type/print information or place check marks as appropriate. Duplicate and fill out a separate form for each engagement.

This confirms our invitation for Kai A. Williams for the following date(s): _____

Sponsoring Organization: _____

Mailing Address: _____

City: State: Zip: _____

Phone: Fax: E-Mail: _____

Primary Contact Person: _____

Phone: Fax: E-Mail: _____

Alternative Contact Person: _____

Phone: Fax: E-Mail: _____

Name of Event: _____

Describe nature of event (purpose, theme, goals, etc.):

Scheduled time of event: Length of time speaker is expected to present: _____

Number of times speaker is expected to present: _____

Will message be repeated? _____

Number of people expected: Describe audience (age range, sex, special needs, etc.):

Location of event (please enclose a map): _____

Time you would like speaker to arrive: _____

Time speaker is free to depart: _____

How will the event be advertised? (TV, Radio, Print, Flyers, Bulletins, etc.):

This is an annual event? **(Circle one)** Y/N

This is a one time event? **(Circle one)** Y/N

This is the first time for this event? **(Circle one)** Y/N

Will the event be taped? Audio, Video or Both

TRAVEL ARRANGEMENTS (Circle one)

We will be able to provide air travel for speaker and her assistant

We will be able to provide air travel for speaker only

We will provide mileage expenses for \$0.60 per mile (must be under 300 miles from Atlanta)

ACCOMODATIONS (circle one)

Arrangements have been made for speaker and her assistant as houseguests

Arrangements have been made for speaker only as a houseguest

Arrangements have been made for speaker and her assistant at a hotel

Arrangements have been made for speaker only at a hotel (single room)

Arrangements have been made for speaker only at a hotel (double room)

Hotel Name: _____

Location: _____

Hotel Phone: _____

Hotel Fax: _____

Special request:

Speaker would like: a non-smoking room, desk, phone, Internet connection/Wireless.

FINANCIAL INFORMATION

We usually give honorariums to guest speakers. **(circle one)** Y/N

(optional) Average or tentative amount: \$

(Circle all that apply)

We usually give honorariums and take up a love offering.

We plan to finance the event through.

Money in our budget, Registration fees, Donations, Other:

How will meals be covered? _____

ADDITIONAL INFORMATION

Do you need any additional information from the speaker? **(please indicate quantity)**

Profile or Photograph?

Please supply the following:

- ◆ Information about the organization history, profile, leadership, vision, membership, etc.
- ◆ Information about the planned event (brochure, flyer, advertisements, program, etc.)

Signature: _____ **Date:** _____

Please complete and return within 72 hours of receipt. Thank You!