**My Booking Sheet**

Organization: Date:

Name of Event/Conference/Chapter:

Contact: Phone: Email:

Location:

Location Instructions (Parking, Entry door, etc.)

Expected number of attendees:

\_\_\_\_\_\_\_

Presentation selected: Length of presentation:

Make a free offer/Which offer:

Speak to enroll/Which product:

\_\_\_\_\_\_\_

Contract Required?

 Organization to provide:

 I send:

Fee: Expenses provided:

Meal provided:

\_\_\_\_\_\_

Room Preparation:

Arrival and set up time:

What is provided?

What must I bring:

\_\_\_\_\_

Promotional Commitments (emails, social media, publicity, newsletter, video, other?

Me:

Organization:

\_\_\_\_

Other notes: