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**SPEAKER BOOKING INFORMATION**

**This is a preliminary contract offer form.   Speaker/Artist fees are confidential by nature and will only be quoted upon receipt of a serious professional inquiry complete with the information below. You will be contacted by one of our representatives to confirm this offer and to collect any additional information that they may need in order to complete your event contract.**

**Please be prepared to wire or use paypal a good faith deposit of 50% to retain one of our Speakers at the time of their acceptance of your offer with balance 2 weeks before event.  Our Speaking fees range in price anywhere from $2,500 upward depending on the length, type, and location of event plus flight and accommodations at minimum 3 star hotel including hosting, emcee or master of ceremonies. If area is high risk we may need security escort.**

**Make sure that you list a contact person that is authorized to make a decision quickly, sign contracts and follow through with the deposit.  Information on Speakers/artist is only temporary and in some cases, dates can only be held for a brief period. We respect your privacy and the information you provide will only be used in relation to your business with us.**

**We strive to provide you the best affordable services. There is no obligation just good information to give you a quote. We appreciate the opportunity to serve you.**

**Include your email, name and phone number for followup.**

**Name & Type of Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attendance Goal\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_Title of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Theme of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Talk/performance time limit\_\_\_\_\_\_\_\_\_ is Audio equip available:\_\_\_\_\_\_\_\_\_\_**

**Event Budget for Guest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Best Offer $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorize Event Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Representative paying\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone of Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website if one is available\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We will follow up with confirmation. At the time of booking, you will be billed an invoice with your good faith deposit of 50% at time of booking. The project/booking contract must be signed & returned 60 days prior to date of event.**

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