



WENDY GLADNEY DEAN

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CONSULTANT
SPEAKER
AUTHOR
COACH

Speakers Inquiry & Booking Form

Name of Event:		
Event Date:		Event Time:
Event Location:		
Audience:		
Topic/Theme:		
Length of Speech:		Audio/Visual: <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization/Company:		
Contact Person:		Title:
Address:		
City:		State: Zip Code:
Phone:		Fax:
Email:		Website:

Collateral Materials Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailed, if applicable:	
Brochure: <input type="checkbox"/> Yes <input type="checkbox"/> No	Headshot for Advertising: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Audio Tape	<input type="checkbox"/> Video Tape
Biography/Credentials: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Honorarium or Fee
Please indicate the name of providing agent for each item that is applicable with your event.
<input type="checkbox"/> Air Transportation (Business Class Preferred):
<input type="checkbox"/> Car Service/Ground Transportation:
<input type="checkbox"/> Hotel Accommodations:
<input type="checkbox"/> Additional Hotel Charges (ie., phone):
<input type="checkbox"/> Food Stipend (included in hotel bill unless otherwise provided):
Notes:

Name and Title of Authorizing Agent:	
Signature of Authorizing Agent:	Date:

*All accommodations are to be agreed upon and approved before final acceptance.
**Remember, all speaking engagements must be audio taped without copyright restrictions for Wendy's use subsequent to the event.

Please return by: **Mail to:** **Email to:**
 Wendy Gladney Dean Wendy Gladney Dean wendy@wendyenterprises.com
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