

SPEAKER REQUEST FORM

Organization Information

Organization/Group

Phone number

Email address

Fax

Website

Street Address

Address Line 2

City

State

ZIP Code

Primary Contact Information

Title

Position

First name

Last name

Cell number

Email address

Event Details

Preferred date #1

Preferred date #2

Preferred date #3

Time of event

AM

PM

Event Location

Street Address

Address Line 2

City

State

ZIP Code

Length of Speech

Speech start time

Event capacity

Anticipated Audience Size

When the speaker arrives, where should they go?

Who should the speaker check-in with?

First Name

Last Name

Event Description

Format of event

Breakfast
Other

Luncheon

Dinner

Lecture

Interactive

Event attire

Formal
Other

Business

Casual

Not specified

Please select the following activities that are permissible to conduct:

Bring guest

Sell books

Distribute literature

Collect sign-ups

Solicit donations

Promote events

If needed, will someone from your group be available to help volunteer?

Yes

No

Unsure

Need to find out

Other

Volunteer first name

Volunteer last name

Has your group previously hosted IPS to speak?

Yes

No

Unsure

Need to find out

If so, when?

Additional date

Will there be other speakers at the event?

If so, how many additional speakers?

Yes

No

Tentative

Will there be Q&A?

Yes

No

Tentative

Our choice

Topic & Audience Description

In general, which subject areas would you like the speaker to cover?

Government

Economics

History

Theology

Education

Charity

The Constitution

Strategy

Other

Please write a description of the topic that you would like the speaker to cover:

Please detail the composition and demographic of the audience:

Equipment

Please check the following items that you are able to provide:

Lectern

Tables

Lapel microphone

Screen

Projector

VGA/HDMI connectors

Please notate any comments you have regarding equipment:

Non-Conference Rates

Generally non-conference rates apply to a request for a single presentation under 3 hours in length and a distance traveled under 125 miles.

Speaking Fees:

- 0 - 30 miles = \$200.00
- 31 - 125 miles = \$400.00 and mileage reimbursement

**Engagements that are over 125 miles in distance will be considered at the conference rate.*

Travel Costs:

- Mileage reimbursement at \$0.40 a mile for travel by car.

Please Note: a \$100 non-refundable deposit is required to reserve your selected date(s).

For questions and comments regarding your event, please contact the IPS office at least two weeks before the event at (209) 575-2005 or email Info@PrincipleStudies.org.

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