
EVENT REQUEST OUTLINE

BASIC INFO:

SECTION I

Primary contact for event/email:

Name of event:

Nature of Event (please offer detailed description):

Date and Time of Event:

Location, Venue and Room of Event:

Expected number of attendees?

SPEAKER CONTENT INFO:

SECTION II

Please indicate the type of presentation you are requesting. (keynote, spoken word, training, workshop etc.)

Please describe the topic and key points you would like the presentation to explore/address.

How much time has been allotted for the presentation?

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<p>Will equipment such as microphone, projector etc. be made available if needed?</p>	
<p>Please indicate any accessibility needs of attendees or organizers.</p>	
<p>COMPENSATION INFO:</p>	<p>SECTION III</p>
<p>Baseline before negotiations is \$500.00 for keynotes/workshops. Do you agree?</p>	
<p>Have the organizers read payment policy available on cristalhines.ca?</p>	
<p>Will Travel Expenses be reimbursed?</p>	

Thank you for taking the time to fill out the official event request form! I will review it thoroughly and contact you within 48 hours with a follow up!