

SPEAKING REQUEST FORM

ORGANISATION INFORMATION

Date of request (today's date)

Contact Position title Organisation Address State Postcode Phone Email **SPEAKING DETAILS**Date of event Venue Venue address Time of speech Length of speech Nature of audience Audience size Other speakers Type of address (*speech, workshop, interview, panel*) Topic What do you hope to achieve from Melinda's address? Q&A/Audience interaction? Yes No If yes, time length **AUDIO-VISUAL SPECIFICATIONS and REQUIREMENTS** (*Melinda must be able to operate own slide presentation and to be able to view slides*)– Lap top – Data projector & screen – Lapel or hand held microphone – One large or two small display tables for book sales **COMMENTS or ADDITIONAL INFORMATION** (optional):

Thank you for your request. Please return form via email to: bookings@tankardreist.com

We will contact you within 14 days regarding confirmation and a quote.