

Please complete this form and return it to jn@jnyden.com. Upon receipt of a completing form, we will respond within 7 Business Days with a response or a request for additional information, as required. Thank you!

TODAY'S DATE: _____

ORGANIZATION: _____

EVENT INFORMATION:

EVENT TITLE: _____

TYPE OF EVENT: _____

FUNCTION/DATE/EVENT: _____

EVENT DATE: _____ **START TIME:** _____ **END TIME:** _____

EVENT LOCATION: _____

ANTICIPATED #OF ATTENDEES: _____ **TARGET AUDIENCE:** _____

EVENT BACKGROUND:

OBJECTIVE OF THE EVENT: *What is the objective of this event?*

DESIRED OUTCOME OF THE EVENT: *What is the desired outcome and impact you want this event to have?*

AGENDA OF THE EVENT: *What is the planned agenda and timeline for this event?*

SPEAKER INFORMATION:

TOPIC TO BE DISCUSSED: _____

PRESENTATION LENGTH: _____

SPEAKER FEE AMOUNT: \$ _____

DESIRED OUTCOME: *What is the desired outcome/impact do you want this speech to have on the audience?*

SPECIAL DETAILS FOR THE SPEECH:

