

## SPEAKER REQUEST FORM



Thank you for your interest in booking Kisha L. Allen to speak at your upcoming event. To facilitate your request, please complete the following form to ensure that our partnership is a success. [Scan and email the completed form to admin@movebeyondmotivation.com](mailto:admin@movebeyondmotivation.com). If you have immediate questions, please contact us at 972.672.8873 or visit [www.movebeyondmotivation.com](http://www.movebeyondmotivation.com). Please allow 3 to 5 business days for your request to be processed. If the engagement is accepted, you will receive a confirmation call and email.

### CONTACT INFORMATION

Last Name	First Name	Date
Company/ Organization		Title
Company Address		
City	State	Zip Code
Phone	Email Address	
Company Website	Referred By:	

### EVENT INFORMATION

Event Name	Event Date(s) & Time Frames:
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Topic(s) (Provide a theme or see Kisha's speakers packet):

☐ Keynote   ☐ Panelist   ☐ Breakout Session/ Seminar/ Workshop   ☐ Host/ Emcee

Number of Presentations Requested:	
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Number of Presentations:	Estimated Audience Size:
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Audience Demographics (Age Range, Gender, Professionals, Business Owners, etc.):

Event Location Name/ Address: (If same as above, skip)

City:	State:	Zip Code:
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Will this event be recorded?	Will this recording be sold? Will a copy of the audio/ video be made available to the speaker?
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Intellectual Property (IP) Clause: All content produced by Kisha Allen's messages and presentations (including but not limited to audio, video, and copy) are owned by Kisha L. Allen. She reserves the right to use it for her own purposes. Event hosts may use this content for conference purposes and it can be sold if desired. I send video and audio files after event to [admin@movebeyondmotivation.com](mailto:admin@movebeyondmotivation.com).

### EVENT BUDGET

Speakers Fee (Budget)/ Honorarium(\$USD)\*:

\*This fee doesn't include travel, lodging, meals or ground transportation.

If this event is outside the Dallas/ Fort Worth Metroplex, will travel and lodging be covered? If so, list what will be provided below. Hotel/ travel confirmation info must be provided at least two weeks before event.

*\*\*\*Please note that once terms have been established and a contract has been signed, your organization will be invoiced immediately for half of the speakers' fee to reserve your event dates. The remaining balance is due on or before the date of the engagement.*

## ADDITIONAL NOTES/ INFORMATION

## EVENT CHECKLIST

Check the boxes below next to the items that will be provided at your event.

- ☐ Microphone  
For large spaces/ audiences, please note that a microphone is required, a headset or lapel is preferred.
- ☐ Podium/ Table  
For extensive training or interactive events, a podium or table is required for the speakers' reference/ training items and water. The podium/ table can be placed off to the side.
- ☐ LCD Projector  
A projector is not required, but please check if available or if a training topic that requires it is selected. Please notify the speaker if you would like a Power Point presentation as she can brand it for your event and make it available to attendees. Please note that Kisha brings her presentations on a USB drive to be easily transferred.
- ☐ Wi-Fi/ Internet
- ☐ Meals  
If meals are being provided, Kisha is allergic to shell fish.
- ☐ Product Table  
Please have a table set-up for Kisha's products. She will provide her own table cloth.
- ☐ Pre-Event Set-up  
Kisha usually arrives 45 minutes to an hour prior to the event start time for set-up. If Kisha is able to arrive up to an hour early for pre-set up, please check this box. If pre-event set-up isn't available, please make the speaker aware of this.

## ADDITIONAL INFORMATION

Please try to accommodate the above requests as closely as possible as this will ensure that your event runs as efficiently and effectively as possible. If you have any questions or challenges, please do not hesitate to contact the Beyond Motivation team in advance at [admin@movebeyondmotivation.com](mailto:admin@movebeyondmotivation.com). We look forward to working with you!