

SRVGS Program Committee Speaker Booking Form

Contact Date: _____ Confirmation Date _____

Presenter Name: _____ Home Phone: _____

Cell Phone: _____ (for day of presentation contact)

Address: _____

Email: _____

Business: _____ Work Phone: _____

Presentation Details

Presentation Title: _____

Date: _____ Time: _____

Honorarium Fee: _____ Mileage _____

Equipment Required: Projector _____ Other: _____

Is Speaker Providing 60+ Handouts? Yes _____ No _____ Attending Lunch? Yes _____ No _____

Speak Bio & Outline Date Needed: _____ (6 weeks prior min.) Date Rvc'd _____

Process Check List

Confirmation Letter to Speaker – Date Sent: _____

Bio, presentation description & speaker address to Newsletter - Date Sent: _____

(Bob Venter rjventer@comcast.net)

Speaker Address to Newsletter Distributor - Date Sent: _____

(Contact: Lucy Carver lrcarver@hotmail.com)

Bio & presentation description to Publicity Chair: – Date Sent: _____

(Ed O'Donnell eod4@aol.com)

Equipment Requested Date: _____

(FHL: Linda Bailey baileylj@comcast.net / Bob Dougherty arsi@pobox.com)

Check Request for Honorarium Submission Date: _____

(President Ed Mason edmason@sbcglobal.net)

Reminder call or email Date: _____ (2 weeks prior) Done: _____

Speaker Greeter: _____

Speaker Introduction by: _____

Thank you card Sent ✓ Done _____

Speaker Rating Email Sent Date: _____ Results compiled: _____ (ck when done)

Average Rating of Presentation by SRVGS Members: _____

Notes: _____
