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**Seaker/Appearance Request Form**

Please “Save As”, then complete and email this form to cminski@cmaleadershipconsultants.com.

If you have any questions, please email or call 570.325.4172.

Thank you!

**Organization/Company**

Name of Organization/Company:

Address:

**Please describe your Organization/Company and its mission or purpose:**

**Contact Information**

Contact Name:

Title:

Address: City:       State:       ZIP:

Phone:       Email:

**Overview of Event**

Please provide a description of the event (e.g. conference, employee meeting, fundraising dinner, etc.) and its purpose:

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**Speaker/Appearance Request Form (page 2)**

Date of Event:

Time: (note EST or EDT):

Location of Event:

Number of people attending: (Best estimate):

Audience: (Please describe demographics):

|  |  |
| --- | --- |
| YES[ ]   | NO[ ]  |
|  |  |
| YES[ ]  | NO[ ]  |
| YES[ ]  | NO[ ]   |

Length of presentation:       Q&A expected:

Is there a meal being served?

Is there another speaker on the agenda?

**If yes, explain who, topic, and order of agenda:**

The undersigned is authorized to approve and/or act on behalf of the above referenced organization/company. If undersigned is unable to affix electronic signature, a typed complete name and title will serve in its place.

Name:       Title:

Date:

Please know:

All organizations/Companies wishing to have Carol-Anne Minski, PhD speak or appear at their event:

* Understand that speaking/appearance fees are determined based on the size, location and type of event.
* Allow for, unless otherwise agreed, ***FOCUS! Get What You Want Out of Life*** book and related products to be sold on site.