

Steve | Gallegos

REINVENTION EXPERT, SPEAKER, TRAINER, AUTHOR

REQUEST FOR PROPOSAL

Complete form and email to stevieg@steviegsuccess.com

A. MEETING INFORMATION:

Company/Organization Name: _____

Company/Organization Website: _____

Address & Location of Event: _____

Proposed Date(s) _____

Time: Event Start: _____ AM/PM

Speaker Start and End: _____ AM/PM

Number of Attendees: _____

Audience Demographic:

Age Range: _____ Sex _____ Average Income _____

Average Education Level: _____

Will the event be professionally recorded on video or audio? Yes: _____ No: _____

What typical frustrations does the audience experience in their work?

List any industry trends/changes/issues affecting the audience:

What are the sensitive issues? Are there any controversial topics to be avoided?

What is the biggest challenge your company/organization is facing today?

What is the purpose/mission of your company/organization?

What is the meeting theme or slogan used by your company/organization?

Is there any industry jargon that would be appropriate for use during the presentation?

List three points of information you desire the speaker to cover during the presentation:

1. _____

2. _____

3. _____

Is there any other information that might be helpful for the speaker to know?

What have you really liked, or really disliked about previous speakers?

How do you want the audience to feel upon conclusion of my presentation?

B. Please email the following items with this completed form –

stevieg@steviegsuccess.com:

- An agenda of the meeting/event
- Relevant past meeting brochures
- List of others who are scheduled to speak before and after

C. List the name and contact information of the person(s) with whom the speaker will be coordinating this appearance:

Primary:

Name/ Title: _____

Telephone: Office: _____ Cellular: _____

Email: _____

Alternate:

Name/ Title: _____

Telephone: Office: _____ Cellular: _____

Email: _____