



# Forgotten Children, Inc. Speaker Booking Form

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Address: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell #: \_\_\_\_\_ Office #: \_\_\_\_\_

Is the request for a keynote speaker, guest speaker, or a panelist? \_\_\_\_\_

Theme of event or topic of discussion: \_\_\_\_\_

Title of speech, if applicable: \_\_\_\_\_

What is the expected talk time? \_\_\_\_\_

Who is the audience? \_\_\_\_\_

How many members/guests are expected to attend? \_\_\_\_\_

Name of individual introducing the speaker: \_\_\_\_\_

Are other speakers/officials attending the event? Yes ( ) No ( )

If so, what are their names? \_\_\_\_\_

Is there an honorarium/fee available for the presentation? Yes ( ) No ( )

Please specify parking location in proximity to building: \_\_\_\_\_

If the event is in a hotel, what is the room name? \_\_\_\_\_

Hotel phone #: \_\_\_\_\_ Hotel fax #: \_\_\_\_\_

What audio-visual equipment is available? Podium Microphone Teleprompter  
Flip Chart Screen Computer Projector  
TV DVD Player

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please call us 800-445-1326 or e-mail us at  
[tera@forgottenchildreninc.org](mailto:tera@forgottenchildreninc.org)