



## Felicia Young Ministries, Inc. Speaker Request Form

### Organization Information

Contact Person/ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Meeting Logistics

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Address of Event Location: \_\_\_\_\_

Time of Speech: \_\_\_\_\_ Approximate Length of Speech: \_\_\_\_\_

### Speakers Role

Primary speaker       Panel member       Invited guest with no presentation

Other (please specify): \_\_\_\_\_

Where in the meeting agenda will Ms. Young speak? \_\_\_\_\_

Will there be a Q & A period?       Yes       No      How long? \_\_\_\_\_

*If an informational flier will be sent to attendees, please send a copy to FYM prior to the event.*

### Media & Audience

Size of Audience: \_\_\_\_\_ Audience Composition (i.e. government, church, industry, charity, etc.): \_\_\_\_\_

Will there be media coverage of the event?       Yes       No

If media coverage is present, please list expected media:

\_\_\_\_\_  
\_\_\_\_\_

**Travel Logistics (if applicable)**

**Recommended Lodging for Speaker**

Lodging Name: \_\_\_\_\_

Lodging Address: \_\_\_\_\_

Lodging Phone Number: \_\_\_\_\_

**Transportation**

Closest Airport Name: \_\_\_\_\_

If speaker is flying to your event, will someone meet her and return her to the airport?

YES

NO

Meet at baggage claim

Specify contact name and phone number:

Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Eve. phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Comments or additional information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Honorarium**

The requesting organization agrees to pay The Felicia Young Ministries a \$ \_\_\_\_\_ honorarium.  
The requesting organization also agrees to pay for the speaker's travel, food, and lodging expenses.

After completing this form, please fax to \_\_\_\_\_ at ( ) \_\_\_\_\_. Please complete as much information as possible. After we receive the completed form, we will determine availability. Once we confirm, we will contact you to discuss further details.

**Thank you for your interest in The Felicia Young Ministries!**

*We will make every effort to accommodate your request.*