

Please could you provide the following details in order to help us structure the event so that it's most meaningful and effective to your audience?

Date, Time & Duration of event:	
Name of Activity group:	
Contact details (venue):	
Name of organiser:	
Contact number on the day:	
Title of speech?	
Agreed Fee amount (exclusive of VAT):	

Are there any key messages that you would like to include in the session? These could be points to be emphasised during the speech or points to be raised to allow participants to think through and draw their conclusions after the speech.



Would it be convenient to sell the Speakers book at the event (all proceeds go to charity)? YES / NO

Would it be convenient to display other leaflets/brochures at the event? YES / NO

Would it be convenient to video the speech at this event? YES / NO

Would you be happy to provide a recommendation or reference after the event? YES / NO

Name & signature of decision maker: \_\_\_\_\_

You are requested to make 50% of the agreed payment on booking this event (to A/c no: 39745287; sort code: 60-00-01 or via cheque or PayPal to Help Yourself Associates Ltd.) Please note that should payment not be made & the event be rescheduled to a convenient date for the Speaker, there will be no charge. However, if the event is cancelled, there will be a 100% charge.