



Speaker Request Form

Event:

Date:

Contact Information

Name _____

Phone _____ Cell Phone _____

Address _____

Email Address _____

Event Information

Event Name _____ Sponsor _____

Event Theme _____ Venue/Location _____

Fundraising Event: Yes No

Event Address _____

Message Topic _____ Format of Message _____

Event Schedule _____

Number of Message(s) _____ Length of Message(s) _____

Host Name _____ Host Phone Number _____

Event Summary

Link to event website _____

Event Hashtag _____ Event Time(s) _____

Event Description (please use space below)

Please complete this form and return to Hayley@KayWarren.com

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Arrival/Travel Provisions

Arrival Location & Time _____

Suggested Hotel Reservation _____

Weather & Season _____

Dress Code _____

Audience Information

Audience: Christian Pastors Secular Youth College Other _____

Projected Number of Attendees _____ Ages _____ Men Women

Other

Music/Worship Leader _____

Additional Speakers/Topics _____

Recording Capabilities: Video Audio None

Microphone Availability: Handheld Lav Over one ear Over two ears Podium

Product Sales _____

Honorarium Offered _____

Please complete this form and return to Hayley@KayWarren.com

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