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Speaker Request Form

E-mail to: thawriter@thawriter.biz | Fax to: 214-860-5857 | Mail to: 1402 Corinth #210, Dallas, TX 75215

Thank you for considering thawriter.biz (delmetria millener) for your event!
Please provide the following information about your event and speaker requirements.

Host Information

Organization/Group/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Website URL: _____

Host/Contact Information

Contact Name, Title: _____

Contact Number: _____ Fax No. _____

E-mail: _____

Event Information

Date(s)/Time(s) of event: _____

Day(s)/Time(s) you need thawriter to speak? _____

Length of speaking time: 30-minutes 1-hour Other: _____

Title and theme of event: _____

Venue Location: _____

Attendee Demographics (gender, age, lifestyle)? _____

Expected size of the audience _____

Level of Participation

Please select participation level: _____ Panelist _____ Keynote speaker _____ Workshop

Will the session(s) be recorded (audio/video)? Yes No

Remuneration

What is the budget/honorarium for your speaker (excluding travel and lodging expenses)? _____

If necessary will you provide travel, lodging, and ground transportation arrangements? _____

**Please note that travel arrangements must be made at least 30 days prior to event.
The cost of luggage must be included in travel arrangements.*

If necessary will you provide travel and accommodations for an assistant? Yes No

REQUIREMENTS:

- ✓ A table for book signing.
- ✓ 50 percent (50%) non-refundable deposit of agreed upon honorarium to confirm event, with balance due on the day of event.
- ✓ If traveling by plane, shipping costs of books must be covered unless otherwise agreed upon.
- ✓ If traveling by car, car rental costs and fuel must be covered unless otherwise agreed upon.

Special Notes:

Signature of Authorized Representative, Title

Date