

BOOKING SHEETS

DATE: _____ SPEAKING DATE: _____

CALLER: _____ AGENT: _____

CLIENT'S NAME: _____

PHONE _____ FAX _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____

Where ... Meeting Location: _____

When ... Time of Program: _____

Who ... # of People: _____ M/F _____ Ages: _____ % Eng/Fr _____

Why ... Objectives of Meeting: _____

Other speakers you are considering: _____

Who have you had in the past: _____

What do you want to hear when it's over: _____

Would you like to set up a telephone meeting with _____?

Send faxable: _____ Mail/courier material: _____

What's next: _____

PRELIMINARY CONTACT SHEET

TOPIC: _____ TOPIC: _____

CLIENT: _____

PHONE: _____ FAX: _____

PRESENTATION DATE: _____

PROGRAM TOPIC: _____

START TIME: _____ END TIME: _____

PROGRAM LENGTH: _____

ESTIMATED # TO ATTEND: _____

WHO ARE THEY: _____

LOCATION: _____

PHONE: _____ FAX: _____

NEAREST AIRPORT: _____

DISTANCE IN MINUTES OR MILES FROM AIRPORT: _____

HOTEL RESERVATION DATE: _____

HOTEL: _____

PHONE: _____ FAX: _____

FEE: _____

TERMS: _____