

Speaker Prospect Intake Information Worksheet

CONTACT INFORMATION

Caller Name

Phone Number

Email

Website for Event

Address

SPEAKING ENGAGEMENT INFORMATION

Name of Group

Speaking Engagement Dates/Times

Speaking Engagement Location

Type of Speaking Engagement (annual national or regional conference, training, workshop, concurrent session, panel)

AUDIENCE

Type/Expertise

Demographics

Size

Other

DECISION FACTORS

Budget

Is there an RFP (Request for Proposal) to complete?

What other speakers are you considering?

How did you hear about these speakers?

Are you using a Speaker's Bureau?

Follow up