

**Leadership1st LLC.
Speaker & Workshop**

Speaker Request Form

Client name: _____

Topic of Program: _____

Agenda and Time outline: _____

Date & Time of Program: _____

Location: _____

Audience: _____

Budget or Expected fee _____

Please have checks made out to: Leadership1st P.O. Box 872 Nampa, Idaho 83687

Are you able to prepare an evaluation form for your session? ___Yes ___No

Are you able to duplicate handouts for your session? ___Yes ___No

Please check equipment available for your session:

Overhead Projector Computer Projection Unit Podium

Slide Projector Microphone Flipcharts / Easel

VCR & Monitor Stationary Wireless Internet

IMPORTANT INFORMATION:

Please note that if you are going to use a PowerPoint or other computer presentation, we will be using a memory stick (USB) to upload onto a laptop.

Special seating requirements or room arrangements: _____

**Return to:
Leadership1st LLC
P.O Box 872
Nampa, Idaho 83687
Email: leadership_1st@yahoo.com**

Travel Arrangements

Will you able to cover overnight accommodations? ___Yes ___No

Special Needs: _____

Will you be able to cover travel expenses? ___Car ___Plane

If traveling by plane or train, please indicate arrival and departure times and dates:

Presentation date: _____ Time: _____

Nearest Airport: _____

Airline and Flight Number: _____

Departure date: _____ Time: _____

Airport: _____

Airline and Flight Number: _____

Are you able to pick up speaker and returned to the airport/station? ___Yes ___No

Please explain any concerns with travel arrangements: _____

Estimated cost of flight/train: _____ -or-

Approximate number of miles: _____ (if driving)

Return to:
Leadership1st LLC
P.O Box 872
Nampa, Idaho 83687
Email: leadership_1st@yahoo.com
Direct Line: (208) 739-2404