



Please fill out and
E-mail to cloteemcafee@aol.com

Reservation Confirmation

Corporation/Organization: _____

Representative: _____

Position: _____

Address: _____

Business Phone: _____ Fax: _____

Contact Person & cell number on the day of event _____

Website: _____ Email: _____

Purpose of Event: _____

Presentation Topic: _____

Presentation date and time: _____

Length of Presentation: _____

Location of Presentation (indoors, outdoors): _____

Address: _____

Number of Attendees: _____

Language: _____

Speaking fee: \$1,500 _____

(Plus travel, food & lodging for 3) Books purchased will off set the speaking fee.

Would you like Ms. Dickson's book titled *Freshman 101* to be sold at this event?

How did you hear about Ms. Dickson?

Program Information

Conference Theme: _____

Specific purpose of meeting: _____

Specific objectives of presentation (what would you like Ms. Dickson to have accomplished by the end of her presentation?)

Sensitive issues that should be avoided: _____

Name and title of individual introducing Ms. Dickson: _____

Professional speakers used in the past by your corporation/organization: _____

Likes or dislikes of their performance: _____

Special suggestions for a powerful presentation: _____

Audience Analysis

Percentages of females: _____

Percentages of males: _____

Average age of group: _____

Range of age: _____

Annual income: _____

Educational Background: _____

Ethnicity %: _____

Background Information

3 target points of information Ms. Dickson should know about your group

1. _____

2. _____

3. _____

Comments: _____

***A 50% deposit will confirm the date. The balance of payment is due the morning of the scheduled appearance date.**

Travel accommodations:

A major Airline: A window for Ms. Dickson. An aisle and a window for her associates. All should be near the front of the plane.

Hotel should be a 4 or 5 star hotel with room service and a gym.

Ground transportation: No limousine required but a nice vehicle.