



Please use this form to contract with MaryAnn Fink for your event. Please include as many details as possible. Thanks so much!

**Sponsor & Contact Information:**

Contact Person: \_\_\_\_\_  
 Telephone - home: (        ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Sponsor/Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Telephone: (        ) \_\_\_\_\_  
 Fax: (        ) \_\_\_\_\_

**Travel/Lodging Information:**

Time speaker should arrive on site: \_\_\_\_\_  
 Time speaker no longer needed: \_\_\_\_\_  
 Travel by Car: (reimburse speaker at .48 per mile both ways)  
 Mapquest Miles from St. Charles, MO area \_\_\_\_\_  
 Travel by Air: Nearest Major Airport: \_\_\_\_\_  
 Airline Reservations - Arranged by:  Speaker  Event Planner  
 Approximate driving time:  
 - from airport to event location: \_\_\_\_\_  
 - from airport to hotel: \_\_\_\_\_  
 - from hotel to event location: \_\_\_\_\_  
 Speaker to Rent Car Upon Arrival  
 Event Planner to Arrange for transportation  
 Person to meet speaker's flight: \_\_\_\_\_  
 Hotel Reservations:  
 Speaker to Arrange  Event Planner to Arrange  
 Name of Hotel: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: (        ) \_\_\_\_\_

**About The Event:**

Date(s) of Event: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 At Sponsor Location  At Separate Location

Describe the room(s) used for the program: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Tables for Speaker's Products/Books \_\_\_\_\_  
*Speaker reserves the right to bring own books, tapes & support materials for sale purposes. Any recordings of event remain under speaker's copyright.*

Who will be attending? \_\_\_\_\_  
 \_\_\_\_\_

Age range: \_\_\_\_\_

% Male/Female: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Theme/Purpose of Event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Response desired by audience from speaker: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your Choice of Speaker's Topics: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Length of Speaking Sessions: \_\_\_\_\_

Number of Speaking Sessions: \_\_\_\_\_

**Financial Agreement:**

*Cancellation Policy: If event is cancelled by sponsor more than 90 days - 50% of Deposit returned, less than 90 days - 100% Travel Expenses, 50% of total Speaker Fees paid by sponsor.*

20% Deposit (Reserves Date) : \_\_\_\_\_ Check # \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Travel/Mileage/Lodging Expense : \_\_\_\_\_ Check # \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Airfare (due at time of purchase) : \_\_\_\_\_ Check # \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Speaker Fee (due at close of event) : \_\_\_\_\_ Check # \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sponsor accepts and agrees to the terms of this agreement.

\_\_\_\_\_  
 Event - Authorized Signature

\_\_\_\_\_  
 Date of Signature