



# Speaker Request Form

**Event:**

**Date:**

## Contact Information

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_

## Event Information

Event Name \_\_\_\_\_ Sponsor \_\_\_\_\_  
Event Theme \_\_\_\_\_ Venue/Location \_\_\_\_\_  
Fundraising Event:    Yes    No  
Event Address \_\_\_\_\_  
Message Topic \_\_\_\_\_ Format of Message \_\_\_\_\_  
Event Schedule \_\_\_\_\_  
Number of Message(s) \_\_\_\_\_ Length of Message(s) \_\_\_\_\_  
Host Name \_\_\_\_\_ Host Phone Number \_\_\_\_\_

## Event Summary

Link to event website \_\_\_\_\_  
Event Hashtag \_\_\_\_\_ Event Time(s) \_\_\_\_\_  
Event Description (please use space below)

*Please complete this form and return to [joyh@saddleback.com](mailto:joyh@saddleback.com)*  
page 1 of 2

## Arrival/Travel Provisions

Arrival Location & Time \_\_\_\_\_

Suggested Hotel Reservation \_\_\_\_\_

Weather & Season \_\_\_\_\_

Dress Code \_\_\_\_\_

## Audience Information

Audience: Christian Pastors Secular Youth College Other \_\_\_\_\_

Projected Number of Attendees \_\_\_\_\_ Ages \_\_\_\_\_ Men Women

## Other

Music/Worship Leader \_\_\_\_\_

Additional Speakers/Topics \_\_\_\_\_

Recording Capabilities: Video Audio None

Microphone Availability: Handheld Lav Over one ear Over two ears Podium

Product Sales \_\_\_\_\_

Honorarium Offered \_\_\_\_\_