## College and Scholarship Help Speaker Intake Form:

Other information we should be aware of:

Name of Company or Event Contact Name Phone Email Date and Time of Event Event Location (city, state) Venue type Requested Speaking Topic Length of Speaking/ Presentation Time Expected audience size: What do you want the audience to learn/take away from this session? Will any A/V equipment be available? Will you film/ record the event and provide us with a copy? Will internet access be available? Are you purchasing Pre-College To Do List or the Parent Planning workbook for the attendees? How many? Will a vendor table be available for book/product sales? What is your budget for the speaker? Does the budget include travel and lodging? If not, is this being covered separately? Who will be the contact on the day of the event? Cell phone number:

