



Marie  
Cosgrove

**SPEAKING REQUEST FORM**

\_\_\_\_\_  
Date Agent/Representative Name

\_\_\_\_\_  
Client Name Client Organization/Company Name

\_\_\_\_\_  
Contact Phone Number ( \_\_\_ Mobile \_\_\_ Office \_\_\_ Home) Address

\_\_\_\_\_  
City State Zip

**SPEAKING/WORKSHOP DETAILS**

Speaking / Workshop Preferred Dates:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Who Will Attend? \_\_\_\_\_

Age Group: \_\_\_ 12-19 \_\_\_ 20-35 \_\_\_ 36-45 \_\_\_ 46-55 \_\_\_ 56-65 \_\_\_ 66+

Cultural Mix: \_\_\_\_\_

Level of Education (for majority of group) \_\_\_\_\_

Other Relative Information \_\_\_\_\_

What frustrations or challenges do they experience in the workplace?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What new trends or changes are happening in their industry now?

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What are the sensitive issues? Are there controversial issues that should be avoided?

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What is the biggest challenge your company or organization is facing today?

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What is the purpose or mission of your organization?

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What industry jargon do you want to interject during the presentation?

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What three points of information do you want the speaker to address?

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What other information might be helpful for the speaker to know?

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How do you want your people to feel when they leave the speaker's presentation?

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Please provide the following:

- An agenda of the meeting
- Website Links
- Relevant brochures
- List of others who will speak