

Speaking Requirements

For

Eddrina T. Clark

P.O. Box 31172 Charlotte, NC 28231

Email: eclark@aladyofinfluence.org- Phone: 704-426-2696

The speaking requirements of Eddrina T. Clark are minimal and are outlined below. If you have any specific questions/concerns, please feel free to discuss with us for clarification. For more information, please visit www.eddrinatclark.com

Travel/Lodging

- Two (2) Round Trips Tickets *Negotiable* (please review times with us prior to purchasing- non-stop flights are preferred). Transportation to and from the
- Or gas mileage reimbursement if within driving distance of the Charlotte, NC area at the standard IRS Mileage Rate at the time of travel (currently .55 per mile).

One (1) Hotel Room

*Please use above standard hotel choices within the city limits.

Double Bed Room is first preference

Meals

-Meals provided or \$40 per diem per person/ per day

Products and Sales

-Permission, a Place & Event Assistant to assist with product sales

Love Offering/ Honorarium/Payments

-Please forward IRS1099 form along with Speaker Engagement Form attached prior to event.

-Love Offering or Honorarium to be received prior to departure from event (amount to be discussed prior to arrival of event).

*Please issue one (1) check in the amount received made out to: Eddrina T. Clark.

Sound Engineering

Eddrina T. Clark gives permission for the production and sale of the audio and video recording of the event.

Non-Profit Organizations/Businesses/ Ministries/Churches please make available a copy of the event recordings and received at the time of departure or mailed afterwards to the address above. Desired formats are CD and/or DVD.

*If you are in agreement with the above mentioned requirements, please complete and return the Speaking Engagement Form. Once received, we will schedule a conference call to discuss the event in greater detail to determine if Eddrina T. Clark is the best candidate to serve your event.

Speaker Engagement Form

For

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Booking Information

Name of the Event:

Deadline for Notification:

Name of Organization:

Membership Size of Organization:

Venue Name for the Event:

Address of the Venue for the Event:

Venue Seating Capacity:

Proposed Date(s):

Proposed Time(s):

Specific Time(s) to Speak:

Special Luncheon or Other Events:

Event Theme:

Expected Attendance:

Invited Speakers:

Will there be media involvement (circle one)? Yes or No If yes, specify:

Will the event be streamed via Internet (circle one)? Yes or No If yes, specify the URL:

General Contact Person:

Office Number:

Fax Number:

Cell Number:

Email Address:

You may return this form thru email to eddrinatclark@gmail.com with the subject line of Eddrina T. Clark Booking Request

Thank you, we look forward to serving you.