

ROBERT ROYAL REQUEST FOR AN EVENT
APPLICATION MUST BE TYPED & EMAILED OR FAXED. NO HANDWRITTEN REQUESTS

Today's Day & Date: _____, ____/____/____

First Name: _____ Last Name: _____

Primary Contacts Email Address: _____

Primary Contacts Phone Number: _____ Cell: _____

Secondary Contacts Email Address: _____

Secondary Contacts Phone Number: _____ Cell: _____

Name of Organization: _____

Organization Website: _____

Organization Type: College / University Government Corporation Non-Profit
 Association Speaker Series Other _____

Additional Organization Details:

Role in Event: Donation Award Recipient Panelist Moderator
 Honoree Keynote Speaker MC Guest Other _____

Prospective Date of Event (First Choice) ____/____/____ 2nd Choice: ____/____/____

Keynote Topic: _____

Event Start Time: _____ AM/PM Time for Speaker: _____ AM/PM End Time for Speaker: _____ AM/PM

Event Name: _____

Event Description: (name of the event, length of speech, attire for event, format, topic, luncheon, dinner, reception or theater style seating) DO NOT INSERT PRESS RELEASE

Panel Topic: _____

Panelists: Specific Names and Affiliations (include all invited and confirmation status)

Venue Name: _____

Street Address: _____

Street Address 2: _____

City: _____ State/Province/Region: _____ Zip Code: _____ Country: _____

Closest Airport to Venue: _____

Audience: Please provide a description (i.e. size, ceo, employees, etc)

What media outlets (radio, television, newspaper) will be present at this event?

How is the event being promoted?

Organization will cover expenses? YES NO If yes, for two persons (Asst.)

Expenses Covered by Organization: Air Travel Car Service/Rental Hotel Meals

Speaker will have products (book, tapes, etc.) available for your event. Would you be willing to provide 2-3 people to help sell Speaker's products? YES NO

Honorarium: YES NO

What is your budget for a speaker? _____

Deadline for response: _____/_____/_____

If the event is confirmed, we require a 50% deposit immediately upon acceptance, to secure the date on our calendar. The remaining 50% is due 10 business days prior to the date of the event.

Please send your request to: INFO@ROBERTROYAL.ORG FAX: 713.583.3584