



## Deonna Moore Taylor

Program Facilitator | Professional Speaker | Author | Entrepreneur

### **SPEAKER REQUEST APPLICATION**

Please type information inside the box and e-mail request form to [speakingrequests@deonnamooretaylor.com](mailto:speakingrequests@deonnamooretaylor.com). **All publications and marketing materials must be reviewed prior to official distribution.**

Today's Date

Name of Person Authorizing This Request

Name of Organization

Address of Organization (Including City & State)

Name of Contact Person

Phone Number and Email Address

### **Event Information**

Type of Event



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Event Theme (Including Colors, Name, Etc.)

Event Address (if different from the requesting organization listed above)

City/State/Zip/Country

Event Date/Start Time & End Time

Speaker Arrival Time

Number of Anticipated Attendees

Special Parking Instructions for Speaker (if applicable)



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Address of Organization

City/State/ Zip/ Country

### Honorarium/Payment Information

Honorarium Amount for Speaker

Honorarium Payment Process (please indicate when speaker will receive honorarium)

Method of Payment (Please Indicate)

Check  PayPal  CashApp

### Travel Accommodations

Please put an X next to the accommodation/s that your organization will be responsible for (if applicable)

- Air Travel
- Mileage Allowance (Based on IRS rate)
- Hotel Stay
- Food Allowance (determined by organization)



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Registration/Ticket Fee's

Other: \_\_\_\_\_

Will the organization make travel accommodations?

Note: Speaker reserves the right to request travel for up to two people depending upon the need. If travel accommodations are made by the requesting organization, all reservations must be approved by speaker or designated representative prior to booking.

### Selling of Products and Goods

Will the speaker be allowed to sell books and products?

If yes, DMT Team requests that one standard size table be provided with two chairs. Break down and set up will be the responsibility of your organization. In addition, DMT Team may need assistance with retrieving books and set up for book signing upon request.

Other/Comments Please use this space to express any questions or concerns shared by the requesting organization.

Thank you in advance for your request. Your request will be carefully reviewed, and you will be notified of the decision within 3-5 business days from the date of submission. Please send an email to [speakingrequests@deonnamooretaylor.com](mailto:speakingrequests@deonnamooretaylor.com) with any questions. Please make checks/money orders payable to DMT Coaching and Consulting. CashApp: \$TheLeaderStyle. PayPal: [deonnagmoore@gmail.com](mailto:deonnagmoore@gmail.com). **Any publications and marketing materials must be reviewed and approved by members of DMT Team prior to official distribution.**

We look forward to doing business with you. Thank you for considering Deonna Moore Taylor for your speaker!

Effective 01/2020



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# For Office Use Only

DMT Team has:

**AGREED** to participate in the event listed on this request form.

**DECLINED** to participate in the event listed on this request form due to the following reason/s:

DMT Team has:

**AGREED** to the conditions outlined in this request form.

**AGREED** to the conditions outlined in this request form with the exception of:

### Request Approval/Denial Status

Approval date:

Denial date:

Contact person and info to where approved/denied request form was sent:

Date letter/response sent:

Name of Representative approving/denying the request:

Other Information/Notes: