

Event Details

Event Name: _____

Event date: _____

Questions to ask:

Where will the event be held? _____

How long would my presentation or session be? _____

Are you interested in a custom presentation or one of my signature talks? _____

What is the speaker budget? _____

Estimate total number of hours for:

Preparation and design of the speech: _____

Praticing the speech: _____

Perform the actual speech: _____

Travel to the event location: _____

Total: _____

Hourly Fee: _____

Speaker Fee Formula:

Speaker fee = (number of hours) x (hourly rate)

Speaker fee = _____ x \$ _____ = _____