

# The Bee Informed Partnership Speaker Request Form

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event location: \_\_\_\_\_

\_\_\_\_\_

Event Time: \_\_\_\_\_

Preferred Speaker: \_\_\_\_\_

Number of lectures and time of each lecture (lectures should be no longer than 45 minutes).

Desired topics:

\_\_\_\_\_

Airfare required:  Yes  No  N/A

Lodging (as a rule we ask you provide lodging at a hotel or motel close to the event) provided:  Yes  No  N/A

If yes, please provide lodging location: \_\_\_\_\_

Per Diem rate (for meals at a rate of \$42 a day, for sites that require overnight lodging, please add 2 days to cover travel days): \_\_\_\_\_

Donation (suggested donation is \$200 but it is optional): \_\_\_\_\_

Notes, special requests etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to fill out this form for a speaker request. We will do our best to meet your invitation and will be in touch soon.

Please return this completed form to The Bee Informed Partnership Team at [askbeeinformed@gmail.com](mailto:askbeeinformed@gmail.com)