

<b>Speaker Information Sheet</b>	
<b>Speaker Information</b>	
Lecture Dates	
Recruiter's Name	
Speaker's Full Name w/title (Dr. Amb.)	
Business Address	
Home Address	
Local (Yes/No)	
Phone (Home or Office)	
Cell Phone (required)	
E-Mail	
URL/Website	
Sec/Assist Name & Phone	
Honoraria Total	
Hotel Needed? (Yes/No)	
Affiliations - academic and professional	
<b>Event Descriptions</b>	
Lecture Title	
Lecture Summary (50 words)	
<b>Brochure/Web Site Info</b>	
Speaker's picture (date provided)	
Speaker's Professional Bio (200 words)	
<b>Visuals (not x/xx/xx)</b>	
Maps (send a link or image to webmaster)	
Map source	
Power Point (Yes/No)	
<b>Recruiter CheckList</b>	
Confirmation letter sent	
Book Titles - sell at lecture	
Power Point guidelines sent to speaker?	
Host/Moderator names given to speaker?	
Reminder contact with speaker one	
Miscellaneous notes	