



## PUBLIC SPEAKER REQUEST FORM

Thank you for contacting Seraphim Coaching and Training Hub. We appreciate your interest in inviting SCTH Speakers to participate in your event.

Speaker Requested \_\_\_\_\_

Would you be willing to accept a surrogate speaker if the one you have requested is unable to participate? \_\_\_\_\_

### YOUR CONTACT INFORMATION

Full Name and Surname	_____	Contact nr	_____
Email address	_____	Position	_____
Company name	_____	VAT nr	_____
Contact nr	_____	Website	_____
Address	_____		_____
		City	_____
		Postal Code	_____

### EVENT INFORMATION

Event Name	_____	Event Type	_____
Event Topic	_____		_____
Event start date	_____	Time	_____
Event end date	_____	Time	_____
Speaking date	_____	Deadline to receive speaker confirmation	_____
Is the speaking time flexible?	_____	Speaking duration	_____
Q&A Duration	_____	Address type	_____
Venue Name	_____	Venue Address	_____
Venue address	_____		_____
		City	_____
		Province	_____
		Audience Size	_____
Audience composition and proportions (E.g. Team leaders, Mid-level managers, general team )	_____		_____
	_____		_____
	_____		_____
Formal Recording or published?	_____	What type of media are invited to event.	_____



Are there other speakers at the event? \_\_\_\_\_

Are you expecting any distinguished guests at the event? \_\_\_\_\_

(Please provide names, titles and organisations of distinguished guests, including elected officials, who will be in attendance.) \_\_\_\_\_

Is an award, certificate, gift or other item being presented to the speaker? \_\_\_\_\_

Do any of the promotional materials for the event include the speaker's name? \_\_\_\_\_

Is the event open to the general public or available through an organisational or individual invitation only? \_\_\_\_\_

What is your current budget for the speaker event? \_\_\_\_\_

We request that you submit this form along with any supporting materials a minimum of four weeks and preferably 12-weeks prior to the event date. A letter confirming receipt of your request will be emailed to you after submission.

For more information contact us on: [scth.coaching@gmail.com](mailto:scth.coaching@gmail.com), mobile / WhatsApp: 084 600 4440