



Knowledge Bureau[®]

Excellence in Financial Education

SPEAKER RESERVATION PACKAGE

TO BOOK A SPEAKER: FIVE SIMPLE STEPS

1. **COMPLETE: Confirmation of Speaking Engagement:** This is the contract that confirms the dates of the events and the financial arrangements.

2. **COMPLETE: Logistical Details: Seminar Arrangements:** This form outlines the specific arrangements for travel, handouts and AV and confirms which party will do the tasks. We will need to know how many people will be attending the events for handout purposes.

3. **COMPLETE: Content Requirements:** Select from the list of Knowledge Bureau topics or explain what is required so that we can custom-design a presentation for you.

4. **CALL US: TO COMPLETE FINANCIAL ARRANGEMENTS: Toll Free 1-866-953-4769**

5. **BOOK PHONE MEETINGS FOR:**
 - **The Pre-Event Questionnaire:** will be completed by telephone to give us the information required to make your event successful.

 - **The Post-Seminar Questionnaire:** can also be done by phone, after the event has been completed. Please let us know if the speaker, topic and administrative relationship with us met your expectations (actually, we strive for 110%).

CONFIRMATION AGREEMENT AND CONTRACT

I herewith confirm our intent to engage the services of Knowledge Bureau , Inc. for

SPEAKER/KEYNOTE/ WORKSHOP LEADER: _____

for the events outlined above and agree in principle to the logistical and financial details as outlined. I also agree to submit the deposit and payments by the due dates outlined above and with this signature understand that the Lifecycle Coach's time is herewith reserved for my event.

Please fax pages 2 & 3 back when signed to: 204-953-4761 for processing

Name: _____ Phone: _____

Signature _____ Date _____

CONTENT REQUIRED

TOPIC TITLE:

Select from the following link or provide details of content requirements:

<http://www.knowledgebureau.com/Faculty.asp>

Note: Book publishing resources:

Custom-labelled copies for your company can be arranged at advantageous pricing. Please contact us at the numbers below for more details.