OFFICE USE ONLY: Ref: _____

Speaking Request Form
Peter Irvine
Co-Founder Gloria Jean's Coffees

Peter receives invitations to speak at numerous events throughout the year. To aid us in our assessing, planning and scheduling, we would appreciate if you would take some time to complete the form below and return it to us.

Speaking engagements will not be confirmed until this form has been returned to Meg Irvine at meg@prirvine.com or faxed to 02 9651 5773. Thank you.

Primary Contact Person for liaising prior to your event:		
Name		
Phone	**BH:**	**Mob:**
Email		
Contact Person / MC during your event: (if different from primary contact)		
Name		
Phone	**BH:**	**Mob:**
Email		

Organisation Details:			
Name		**Website (if available)**	
Event Details:			
Title or theme of event			
Type of event (Dinner, lunch, conference, church service etc)			
Purpose of event (Objectives & expected outcomes)			
Date (s)			
Time (s)			
Venue (Please include Venue name, Street name, Suburb and State)			
Target Audience:			
Gender: male/female age group		**Expected attendance #'s**	
Sector:			
What do you hope to achieve with Peter's involvement in this event?			
Presentation Details:			
Topic(s)			
Length of talk			
Will there be opportunities for Peter to sell his Book: "Win In Business: at your event?			
Logistics			
Will the following facilities / equipment will be available for Peter's use? **Lapel microphone**			
Will you/your organisation meet the cost of Peter travel and accommodation?			
Are you happy for PR Irvine to make the necessary travel arrangements for Peter? **If so, what is the budgeted amount?**			