



Booking Questionnaire

In order for us to serve you well, we ask that you complete the information below & return it to our office via email Admin@ImpactBrandingConsulting.com ASAP, however within 7 days.

Today's Date: _____

Event Date (s): _____

Event Time: _____ AM PM to _____ AM PM

COMPANY INFORMATION

Company/Organization Name: _____

Company Address:

_____ City:

_____ State: _____ Zip: _____

Company Phone Number (s): _____

Company Website Address: **http://** _____

POINT OF CONTACT INFORMATION

Company's Representative Name:

Representative Title: _____

Representatives Contact Number (s): Office: _____ Mobile: _____

Representatives Contact Email Address: _____

P.O. Box 1347 Snellville, Georgia 30078 P: 678-390-2697 E: Admin@ImpactBrandingConsulting.com

W: www.ImpactBrandingConsulting.com



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EVENT LOGISTICS

Event Name: _____

Event Theme/Purpose: _____

Venue Name: _____

Address: _____ Room/Floor/Suite: _____

City: _____ State: _____ Zip: _____

Parking Status: Paid Parking Validated Parking Complimentary Parking

Will there be other companies partnering with you on the event? Yes No

Name(s): _____

Is this a first time or recurring event? First Time Recurring

How many attendees are you expecting? _____

Are Attendees required to pre-register? No Yes Online Onsite accepted

What is the Event Setting: Conference Classroom Theater

What is the intended demographics of attendees? (**Ex:** *Ethnicity Focus, Women only, Men only, Both genders, Teenagers, ages 15 and up, ages 25 and up, or ages 45 and up etc*)

What type of Speaker are you requesting Natasha for? (*please select appropriate type*)

Keynote Speaker Guest Speaker Mistress of Ceremony Panelist

What is the Speakers budget for this event? \$ _____



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Will you have other speakers? Yes No

(If yes, Please answer below if speakers are not listed on your Website or Event Flyer)

Who are the other speakers that will be at your event? *(List by full name for camaraderie purposes)*

_____	_____
_____	_____
_____	_____
_____	_____

Will there be an opportunity to display/sell Natasha’s products? Yes No

(If yes, Please answer next question)

Will Natasha be provided with a table and linens or will she need to supply her own?

Both Provided Only Table Provided None Provided

Is there a specific topic or area you’d like Natasha to focus on? Yes No

Is there a specific topic or area you’d like Natasha to avoid from discussing? Yes No

Will there be electronic equipment available for presentation use? Yes No

Projector Screen Microphone Computer Lectern Podium Stage

What time will Natasha be scheduled to start speaking? _____ AM PM

What is Natasha’s allotted speaking time frame? _____ to _____ **OR** _____ Minutes



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Requested Dress Attire/ Color Theme for Natasha: *(If Applicable)* _____

Will there be assigned seating for Natasha and her assistant? Yes No Speakers Room

Requested arrival time for Natasha: _____ AM PM

Is Natasha expected/required to remain present for the full duration of the event? Yes No

FOR OUT-OF-TOWN TRAVELING ONLY

Airline: _____ Departure Date & Time: _____

Confirmation Number(s): _____

Automobile Rental Company: _____ Confirmation No.: _____

Driver assigned to greet Natasha Davis-Bowen at the Airport (If applicable): _____

Telephone Number(s): _____ Mobile: _____ Alternate: _____

Vehicle Info: Year: _____ Make: _____ Model: _____ Color: _____

LODGING INFORMATION

Hotel: _____ Suite Number(s): _____

Address: _____

Hotel Phone Number: _____

Hotel Confirmation Number(s): _____

Check- In Date & Time: _____

Check- Out Date & Time: _____



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Your Point (s) of Contact:

Thank you for your interests in welcoming Natasha to your organization. In the event you should have any questions or concerns please do not hesitate to contact us. Once you've completed the questionnaire return it via email to Admin@ImpactBrandingConsulting.com

Additional Point of Contact:

Ms. Antoinette McClendon, Director of Operations
Office: 678-390-2697
Email: Antoinette@ImpactBrandingConsulting.com

Feel Free to view the latest updates about Natasha via www.NatashaDavisVisionary.com

Impact Branding Consulting, Inc
P.O. Box 1347
Snellville, Georgia 30078

*** Please be advised that until we receive this questionnaire, an official acceptance cannot be extended. Do not consider Natasha Davis scheduled to speak at your event until you have received her official acceptance letter ***