Thank you for your interest in DeAngela S. Reid as you plan your upcoming program or event.  Please complete the information below so that we can effectively process your request and return the form to the email address listed above.

**Sponsoring Organization:** Click here to enter text.

**CEO/Senior Office:** Click here to enter text.

**Address:** Click here to enter text.
 City: Click here to enter text. State, Zip: Click here to enter text.

**Phone:** Click here to enter text. **E-Mail:** Click here to enter text.
**Web Address:** Click here to enter text.

**\*Contact Person:** Click here to enter text. **Title:** Click here to enter text.

**\*Cell Phone:** Click here to enter text. **E-Mail:** Click here to enter text.

**Date of Event:** Click here to enter a date.
**Event Name:** Click here to enter text. **Expected Attendance:** Click here to enter text.

**V Venue name/address:** Click here to enter text.

 **Capacity of Venue:** Click here to enter text.

**Event Start Time:** Click here to enter text. **Time Frame expected for event:** Click here to enter text.

**What time will Deangela need to arrive?** Click here to enter text. **How much time will DeAngela be given?** Click here to enter text.

**Is this a ticketed event?** **[ ] Yes** **[ ] No If yes, how much are the tickets?** Click here to enter text.

**DeAngela S. Reid is requested in the capacity of (please check below)**

[ ]  Guest Speaker

[ ]  Host/MC                                                                 [ ]  Workshop Facilitator

[ ]  Interview (Check all that apply: [ ] Television / Radio/Web – *In person* [ ] Radio/Web – *Via telephone*)

**Please check all accommodations that will be included:**

*(Method of payments accepted include cash, bank wire, or certified check*

[ ]  Lodging [ ]  Honorarium ($ )            [ ]  Travel Honorarium ($ )

**Special Needs***:* **Accommodations to offer DeAngela S. Reid’s product to your audience and meals for her and her staff must be made for all engagements.**

DeAngela S. Reid prefers to arrange all travel details 30 days prior to the scheduled date (if applicable). Further details will be sent to the contact person as listed above including additional information needed (if any) to confirm the booking (all items are negotiable).

X Click here to enter text. Click here to enter a date.

Event Coordinator Date Signed