



# Booking Form

(fill out and email or fax to Debbie)

Fax 800-604-7715

**About requestor:**

Today's Date: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_

Start/end times of the event: \_\_\_\_\_

Start/end times of Debbie's Presentation(s): \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Position: \_\_\_\_\_

Your Organization or School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number and e-mail address: \_\_\_\_\_

Event Site Address and Building/room Location: \_\_\_\_\_

**About travel arrangements:** (please check one)

Use our own agent (name and phone) \_\_\_\_\_

Debbie can book her own flight (always coach airfare: *whenever possible Debbie will book several flights together and divide the expense among clients to save everyone money.*)

The **closest airport** is: \_\_\_\_\_ Airport Code \_\_\_\_\_

The approximate time from the airport to the hotel is: \_\_\_\_\_

The approximate time from the event to the airport is: \_\_\_\_\_

**Ground transportation** will be provided by: (please check one)

one of our group members       hotel shuttle       other \_\_\_\_\_

taxi or limo       rental car

**About hotel arrangements:** (please check one)

We will book Debbie's room for the night(s) of: \_\_\_\_\_

(If booking please nonsmoking: if there is **no elevator**, please request a 1st floor room)

We would prefer that Debbie book her own room.

**Please include the information below no matter who is doing the booking:**

**Recommended hotel name & location:** (Debbie Prefers Hampton Inn/Hilton Properties, if close)

\_\_\_\_\_

\_\_\_\_\_

Hotel phone number (local): \_\_\_\_\_

**About fees:**

We agree to pay Debbie's fee of: \_\_\_\_\_  
(Debbie will invoice you for her fee and travel expenses shortly after her presentation to your group).



**Debbie's Products**  
**(Check all that apply)**

\_\_\_\_\_ We would like to purchase Debbie's books and CDs and sell them at retail to make a profit for our organization, **please contact us to work out the details.**

\_\_\_\_\_ We would like to discuss including books and/or planners for the participants as part of the speaking fee.

\_\_\_\_\_ One of our vendors will handle the purchase and sales of Debbie's books and/or CDs.

\_\_\_\_\_ We would like for Debbie to bring copies of her books and CDs to our event and handle sales herself **(This is only available for events with no air flight for Debbie).**

\_\_\_\_\_ We would like for Debbie to bring order forms for her books and CDs.

\_\_\_\_\_ We would prefer **not** to have Debbie's books or CDs for sale at our event.

**Other Questions or Instructions about your event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:**

Debbie's contact person will be: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax number: \_\_\_\_\_

**Time Debbie Should Arrive At Venue** \_\_\_\_\_ **Event Start Time** \_\_\_\_\_

**Detailed Directions for parking and easy access to the venue:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VERY IMPORTANT:**

**An emergency phone number (in case of travel problems) is:**

\_\_\_\_\_

**About Debbie's presentations:**

Please fill out this section for **each** keynote and/or workshop desired:  
(feel free to copy and attach additional sheets as necessary).

Topic or Title: \_\_\_\_\_

\_\_\_ **Keynote** or \_\_\_ **Workshop** (check one)

**Approximate # of audience participants:** \_\_\_\_\_

Audience will include (check all that apply)

- \_\_\_ Teachers
- \_\_\_ Teaching assistants, aids, student teachers
- \_\_\_ Administrators
- \_\_\_ Parents
- \_\_\_ Students
- \_\_\_ Other (please specify): \_\_\_\_\_

Room set-up (describe): \_\_\_\_\_

**Debbie's usual AV needs:** (check all that are available) **Keep a copy for your records.**

- \_\_\_ LCD Projector w/screen
- \_\_\_ Sound plug-in for Debbie's laptop
- \_\_\_ Power strip and extension cord
- \_\_\_ Table for demonstration items
- \_\_\_ Lapel or Handheld microphone (if audience is over 75 members) *Handheld is preferred.*

**Beginning time:** \_\_\_\_\_

**Ending time:** \_\_\_\_\_

Special Instructions:

**Hand-out masters** (if necessary) should be provided to:

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Land mail address: \_\_\_\_\_

By this date: \_\_\_\_\_

**Debbie's Cell Phone Number** (for travel emergencies) is **601-925-5558**