CAPITOL CITY SPEAKERS BUREAU

Speaker Materials Submission Checklist

☐ ***Demo Video Link***	Either to where the video is hosted online or can be directly downloaded *(Ideally a minimum of 8-12 minutes in length in front of a live audience.)*

☐ ***Bureau Friendly or Bureau-Personalized Press Kit***

- ☐ Your current bio
- ☐ Articles that have been published about you
- ☐ A copy of your published book
- ☐ 4-5 letters of recommendation from previous audiences
- ☐ A "One-Sheet" containing all of the above information is useful as well

☐ ***Fee Schedule*** *Your gross, commissionable fees for:*

- ☐ Keynote
- ☐ Half-Day
- ☐ Non-Profit
- ☐ Local Area

☐ ***Travel Requirements***

☐ ***List of Topics/Presentations***

- ☐ A general list of topics you speak on (e.g. Motivation, Team Building, Stress)
- ☐ The title and a brief description of each of your programs (in order of popularity)

☐ ***Audio/Visual Requirements***

☐ ***1 Color Photograph*** *(Hi-resolution - 300 dpi - is preferred)*

☐ ***List of other Speakers Bureaus who book you***

☐ ***Contact Information***

- ☐ Office phone
- ☐ Email address
- ☐ Cell Phone
- ☐ Website
- ☐ Mailing address

☐ ***$100 Check Payable to:***

- ☐ Habitat for Humanity
- ☐ The American Cancer Society
- ☐ The American Heart Association

NOTE: This fee guarantees that we will invest the necessary time to review your materials, and that we will include your information in our database. It does not guarantee that we will book you for a client, market you to our clients or prospects or add you to our website.

Mail check to: *Capitol City Speakers Bureau Attn: Mike Klemm, 1620 South Fifth Street , Springfield, IL 62703*

☐ ***Email materials to:*** ***info@capcityspeakers.com***

- ***All items must be received at the same time in order to be reviewed***
- ***All items must be "Bureau-Friendly" or "Bureau-Personalized" (Without your personal contact information)***

Materials are reviewed on an as-received basis. Due to the large volume of speaker materials we receive, a thorough review may take 3-4 weeks, therefore we request your patience.

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