



coach / writer / speaker

### **Speaking/Presentation Request Form**

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Please describe your event and/or provide website with more details:

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

Date & Time \_\_\_\_\_ If date not selected yet, provide potential date(s) \_\_\_\_\_

Location \_\_\_\_\_

How do you plan on utilizing Melissa Nickelson? (i.e., keynote speaker, guest speaker, workshop leader, guest panelist, etc.)

\_\_\_\_\_

Length of time \_\_\_\_\_ Approx. # of attendees \_\_\_\_\_

How will Melissa be promoted? \_\_\_\_\_

#### **Speaking Fees & Travel Expenses**

##### ***Speaking Fee/Honorarium***

- **Varies based on length, role and nature of event;** typically \$300 - \$500 for local events/short presentations or panels; \$500 - \$1000 for large or full-day events.

##### ***Travel Fees***

- < 50 miles from Fort Worth, TX - \$0 travel fees
- 50 – 99 miles from Fort Worth, TX - \$75 daytrip travel fee
- 100 – 299 miles from Fort Worth, TX - \$150 travel fee + lodging
- 300+ miles from Fort Worth, TX – air transportation + lodging + \$50 per diem

# of miles outside of Fort Worth, Texas? (please check)

\_\_\_\_\_ < 50

\_\_\_\_\_ 50 – 99 miles

\_\_\_\_\_ 100 – 299 miles (lodging required)

\_\_\_\_\_ 300+ miles (air transportation and lodging is required)

**Please return this form as soon as possible to:**

Melissa Nickelson

Fax: 817.332.5064

Email: m@melissanickelson.com