

Booking Form

Shelley Taylor-Smith (Perth Based)

Client:

- Corporate
- Government Agency
- Conference Organiser
- Speakers Bureau
- Charity

Organisation: _____

Client Contact: _____

Client Phone No: _____

Speaker: **Shelley Taylor-Smith**

Client Address: _____

Presentation Date: _____

**Time of Shelley's
Presentation:**

- Start _____
- Finish _____

Function: _____

Venue: _____

Location & Address:

- Perth Metro _____
- Outside Perth _____
- Interstate _____

Function Details:

Theme _____
(conference dinner, awards dinner, annual dinner etc)

Purpose of Conference _____

Audience Numbers _____

Audience Description _____
(sales, admin, guests, buyers/customers, association members, etc)

**Background
Information:**

Dress Code:

- Business
- Black Tie
- Other

**Shelley's Audio/Visual
Requirements:**

- DVD Recorder (DVD Format)
- Audio system to hear DVD played after introduction
- Laptop (or Shelley will bring her presentation on USB memory stick)
- Screen (or large TV monitors)
- Microphone (hands free or lapel)

Venue Details:

- Contact Person on Arrival: _____
- Emergency Venue Contact Number: _____
- Stage or Platform for presentation delivery: _____

**Background
Materials:**

- Conference brochure _____
- Conference agenda _____
- Organisational brochure _____

Terms:

- 50% retainer deposit fee on booking confirmation
- 50% balance fee on Presentation
- Air travel
- Airport Transfers

Accommodation: (Details if required) _____

Please Return to:
Dangerous When Wet Pty Limited trading as Champion Mindset Consulting
PO Box 2178 Claremont North WA 6010
Return Fax (+618) 6210 1414
Email: office@championmindset.com.au
Mobile: 0414 594 245