

# **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:**

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**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) \_\_\_\_\_

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**Please Return to:**  
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