

Booking Form

Shelley Taylor-Smith - (Sydney Based)

Client:

- Corporate
- Government Agency
- Conference Organiser
- Speakers Bureau
- Charity / Community NOT FOR PROFIT
- School

Organisation: _____

Client Contact: _____ Client Phone No: _____

Client Email: _____

Speaker: **Shelley Taylor-Smith**

Client Address: _____

Presentation Date: _____

Time of Shelley's
Presentation:

- Start _____
- Finish _____

Function: _____

Venue: _____

Location:

- Sydney Metro _____
- Outside Sydney _____

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:**

- Video Recorder (VHS Format)
- 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% fee on booking confirmation
- 50% fee on Presentation
- Air travel – Business Class (flights above 3hrs)
- Airport Transfers (taxi)

Accommodation: (Details if required) _____

Please Return to:
Champion Mindset® Consulting
PO Box 254 HARBORD NSW 2096
Return Fax (02) 9939 0078
Email: champion@championmindset.com.au