

Speaking Engagement Requests

Thank you for your inquiry into Mr. Stemberger's availability to speak at your event. In order to help him make an informed decision about your speaking invitation, would you please answer the following questions?

General Event Information

Who will sponsor the event?

Do you have a website?

What are the precise dates? Without precise dates Mr. Stemberger may not be able to consider your request – but you may wish to phone Shirley Warren (phone number below) to inquire about possible dates.

How many times would you like him to speak while in the area?

What topic or topics would you like him to speak about? He can make suggestions if you are open to this as he usually has a current message he is looking to get out.

How long should he plan to speak at the event?

What will be the event schedule (precise times of day Mr. Stemberger will speak)?

We will need you to send us an advance copy of the exact program or agenda.

What other speakers or presentations (if any) will be included in this event?

Will the event be recorded? If so, will you provide Mr. Stemberger with a master-quality audio or video recording of his talks to use at his discretion?

Who will the audience be? (what demographic groups? any general mindset toward Mr. Stemberger's topics?)

Approximately how many people do you expect to attend?

Can you describe in detail the physical location of the talk and what type of podium there will be? Risers and a stage? Type of microphone, i.e. hand held, wireless? Short podium on stage or long podium on floor?

If Mr. Stemberger's talk has an audio visual component do you have the ability to have a screen, projector, and remote control to advance slides or a PowerPoint?

Can you recommend what kind of clothing a speaker would ordinarily wear for an event like this in your area? For example: (a) suit and tie, (b) sport coat and tie, (c) sport coat without tie, (d) long sleeved dress shirt, (e) short sleeved golf shirt.

What is the name, e-mail address, and phone numbers (including cell phone) of the primary person that we should contact with any further questions about this event?

Location/Travel Information

Where is the exact location of the event? (city and specific address)

If he is going to fly and not drive what would be the best airport for Mr. Stemberger to fly into?

What is the travel time from the airport to the event location?

If an overnight stay is required, what hotel would he stay in? (It does not work well for him to stay in a private home.)

If the hotel Mr. Stemberger will stay at is a different location than that of the event, how far is the event from the hotel.

When and where do you expect Mr. Stemberger to arrive?

When will he be available to return to Orlando?

Will you be covering all of his travel expenses (rental car and gas, or coach class airfare)?

Will you be providing Mr. Stemberger (and anyone accompanying him) transportation from and to the airport if he flies?

Will your organization be providing Mr. Stemberger an honorarium for speaking?

Brochures and Resources

Will you be able to make arrangements for the Florida Family Policy Council to have a table or two to display brochures and materials?

If no other staff will be present will you be able to provide a volunteer to man the display table of information?

Thank you for providing this information. It will be a great help as we prayerfully consider your invitation.

Please send the completed form to:

Shirley Warren
Assistant to Mr. John Stemberger
Florida Family Policy Council
frontdesk@flfamily.org
407-251-5130