

## SPEAKER CONFIRMATION

**For the professional services of:**

Brandie J. Jones  
(208) 316-7656  
Brandie@PowerhouseLearning.com

**Company information:**

P.A.C.E., Inc. DBA Powerhouse Learning Tax ID# 87-0715075  
P.O. Box 1076  
Emmett, Idaho 83617

**EVENT NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**TOPIC:** \_\_\_\_\_

Date of presentation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

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Date of presentation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

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Date of presentation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

**SPEAKER TERMS** \* *Speaker will provide the following information for event marketing:*

- |                            |                               |
|----------------------------|-------------------------------|
| • A biography              | Due to you by: ____/____/____ |
| • A high-res digital photo | Due to you by: ____/____/____ |
| • Session description(s)   | Due to you by: ____/____/____ |
| • Relevant article         | Due to you by: ____/____/____ |

\* *Speaker will provide a travel itinerary.* Due to you by: \_\_\_\_/\_\_\_\_/\_\_\_\_

**HONORARIUM:** \$ \_\_\_\_\_ *PLUS* expenses, which will include: Meals, Lodging, Parking, Rental Car, and any other necessary direct expenses related to the event.

Lodging: \_\_\_\_ nights(s) Room preference: \_\_\_\_\_

**AUDIO/VISUAL needs:**

- X Flip Chart with markers (2 colors)
- X LCD Projector
- X High Speed Internet Drop

Additional notes/requests: **\*\* location of event and hotel confirmation** – communicate with Brandie

Accepted by Speaker: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Accepted by Event Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_