

*Speaker*  
HOST FORM



*Jill Mattocks*

Mattocks Momentum Consulting LLC  
Jill@JillMattocks.com | JillMattocks.com  
Bookings: 940-535-8684



# Jill Mattocks

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## Thank you!

*Thank you for your interest in booking Jill Mattocks to be a speaker at your upcoming event or conference. We are thrilled about this opportunity and we look forward to working out all the details to make this happen. To help us facilitate this process and make it as easy as possible for everyone involved (the host, event planner, logistical team, VIP hospitality staff, etc.), we have prepared this **Digital Host Form** with a **navigation** menu **at the top of each page for you and your team** to move through the form with agility to fill it out. Please complete and return it to our office as soon as possible.*

God Bless,

*Jill Mattocks*



*Jill Mattocks*

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## *Organization*

**NAME OF ORGANIZER:**

---

**NAME OF ORGANIZATION:**

---

**PHYSICAL ADDRESS:**

---

**PRIMARY CONTACT PERSON:**

---

**TITLE:**

---

**OFFICE#:**

---

**CELL#:**

---

**WEBSITE:**

---

**EMAIL:**

---

# Jill Mattocks

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## Event

DATE(S) OF EVENT:

THEME:

EVENT TIME(S):

TYPE OF EVENT(S):

SPEAKING REQUEST DAY(S)/TIME(S):

SPEAKING OPPORTUNITIES:

- Workshop Presenter \_\_\_\_\_
- Seminar Speaker \_\_\_\_\_
- Keynote Speaker \_\_\_\_\_
- Radio/Podcast Interview \_\_\_\_\_
- Television Guest \_\_\_\_\_

LENGTH OF TIME:

- \_\_\_ 30 Mins
- \_\_\_ 45 Mins
- \_\_\_ 1 Hour
- \_\_\_ 2 Hour or more
- \_\_\_ Other \_\_\_\_\_

OTHER GUEST SPEAKERS & THEIR SCHEDULED TIME(S) AND DATE(S): (PLEASE SEND FLYERS OF THE MEETING IF AVAILABLE).

WHAT TYPE OF ADVERTISING WILL YOU DO?

ARE THERE ANY SPECIAL EVENTS FOLLOWING THE EVENT(S)? \_\_\_\_\_

IF SO, WHEN & WHERE? \_\_\_\_\_

*Jill Mattocks*

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## *Venue*

**NAME OF VENUE IF DIFFERENT FROM ABOVE:**

---

**PHYSICAL ADDRESS:**

---

**PHONE #:**

---

**TOTAL OCCUPANCY OF VENUE:**

---

**EXPECTED ATTENDANCE: (INFORMATION REQUESTED, SO WE CAN PROPERLY PREPARE.)**

---

*Jill Mattocks*

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## *Travel*

**WILL ALL EXPENSES BE PAID? (I.E. AIRFARE, HOTEL, GROUND  
TRANSPORTATION, MEALS: YES \_\_\_\_\_ NO \_\_\_\_\_**

**IF NOT, PLEASE EXPLAIN BRIEFLY:**

**NAME OF DRIVER:**

**CONTACT #:**

**CELL #:**

**APPROXIMATE DRIVE TIME: AIRPORT TO VENUE:**

**APPROXIMATE DRIVE TIME AIRPORT TO HOTEL:**

**APPROXIMATE DRIVE TIME HOTEL TO VENUE:**

**HOTEL ACCOMMODATIONS:**

**ADDRESS:**

**PHONE:**

# Jill Mattocks

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## Technical

**WILL THERE BE A LAVALIERE AND/OR HAND-HELD MIC AVAILABLE?**

YES \_\_\_ NO \_\_\_

---

**WILL THE EVENT(S) BE VIDEOTAPED?** YES \_\_\_ NO \_\_\_

---

**WILL THE EVENT(S) BE AUDIOTAPED?** YES \_\_\_ NO \_\_\_

---

**CAN YOU PROVIDE COPIES OF AUDIO/VIDEO MASTER TAPES FOLLOWING THE EVENT?** YES \_\_\_ NO \_\_\_

---

**MAY WE HAVE ONE 6' OR 8' TABLES TO DISPLAY AND SELL PRODUCTS?**  
YES \_\_\_ NO \_\_\_

---

**WILL TABLE SKIRTS BE AVAILABLE?** YES \_\_\_ NO \_\_\_

---

**CAN YOU PROVIDE 2 VOLUNTEERS TO HELP WORK TABLE, IF NECESSARY?** YES \_\_\_ NO \_\_\_

---

*Jill Mattocks*

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL

## *Financial*

**IS THIS A PAID CONTRACTUAL REQUEST? YES \_\_\_**

**IF YES, ESTIMATED AMOUNT: \_\_\_\_\_**

**NO \_\_\_\_\_ IF NOT, PLEASE EXPLAIN IN COMMENT SECTION**

---

**PLEASE MAKE PAYMENT PAYABLE TO:** *Jill Mattocks*

**ADDITIONAL COMMENTS:**

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---



# Jill Mattocks

ORGANIZATION

EVENT

VENUE

TRAVEL

TECHNICAL

FINANCIAL



Management Service Use Only

Date received \_\_\_\_\_ Accept \_\_\_\_\_ Can't Make it \_\_\_\_\_

Comments \_\_\_\_\_