



Kristi Stoughton

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EVENT CONFIRMATION

Please complete this form & return a copy by _____ IN ORDER TO CONFIRM my speaking at your event.

Name of Event _____

Date and Time of Event _____

Location _____

Sponsored by _____

Sponsor's Address _____

Phone _____ Host Organization's Website _____

My Contact _____ Phone _____ Email _____

Contact's Address _____

Theme/Subject of my presentation _____

How many times will I speak? _____ and for how long? _____

When shall I arrive? _____ Depart? _____ (please send directions)

Will you make airline reservations (if applicable) ___ or shall I? ___ Airport? _____

All Travel covered? _____ If driving, 40 cents per mile will be reimbursed for _____ roundtrip miles.

Overnights provided on _____ Breakfasts on _____ Lunches on _____ Suppers on _____

Anticipated Number in Attendance _____ women only? ___ Or women & men? _____

General description of group (age, denomination, etc.) & any other pertinent information _____

PHOTO can be taken off website. Do you need a hard copy as well for promotion? _____ Date to send? _____

SPEAKING HONORARIUM agreed upon \$ _____ (please include amount so that we both can plan ahead)

Please send me any promotional materials and the schedule for the event so that I may become familiar with you prior to arrival. (Last year's brochure of the same event would also be helpful.)

Today's date _____ *Thanks for remembering me in your prayers! Kristi*

~PLEASE KEEP A COPY OF THIS FOR YOUR OWN REFERENCE ~