

ON TARGET SPEAKERS BUREAU

Speaker Materials Submission Checklist

8555 N. Dixie Drive, Dayton, Ohio, 45414, 937-264-4900, 937-264-4903 fax

sgall@ontargetspeakers.com, www.ontargetspeakers.com

- Demo DVD (*Ideally in front of a live audience*)
- Bureau Friendly or Bureau-Personalized Press Kit
- Your current bio
- Articles that have been published about you or by you
- A copy of your published books or CD's
- 4-5 letters of recommendation from previous audiences
- A "One-Sheet" containing all of the above information is useful as well
- Fee Schedule

Your gross, commissionable fees for:

Keynote _____ Non-Profit _____

Half-Day _____ Full-Day _____

Travel requirements _____

Local to you area _____

List of Topics/Presentations

- A general list of topics you speak on (e.g. Motivation, Team Building, Stress)
- The title and a brief description of each of your programs (in order of popularity)

Audio/Visual Requirements

- 1 Color Photograph** (*Hi-resolution - 300 dpi - is preferred*) jpg emailed to sgall@ontargetspeakersbureau.co

List of other Speakers Bureaus who book you

- Contact Information** (*In addition to your **telephone** and postal **mailing address***)

- Website address
- Bureau-Friendly Website address (if available)
- Email address

NOTE: On Target does not charge a set-up fee and we will invest the necessary time to review your materials, and that we will include your information in our database one you have chosen On Target Speakers Bureau to represent you and we have chosen you for addition to our Professional Speakers and Trainers Bureau portfolio.

Submit your materials to:

ON TAGERT SPEAKERS BUREAU

Attention: Steven Gall

8555 N. Dixie Drive, Dayton, Ohio, 45414-2463

937-264-4900, 937-264-4903 fax

sgall@ontargetspeakers.com

www.ontargetspeakers.com

(Materials are not returned to the sender.)

On Target Speakers Bureau will charge an agency booking fee of 25 percent on the professional speaker or trainer fee that is based on the fee paid by the client to On Target Speakers Bureau.

On Target Speakers Bureau does not charge any other fees on any expenses paid by the client for professional speaker or trainer travel, lodging, meal expenses or on the sale of your books and or other personal merchandise.

All items should be received at the same time in order to be reviewed

All items should be "*Bureau-Friendly*" or "*Bureau-Personalized*" (Without your personal contact information)

Materials are reviewed on an as-received basis. Due to the large volume of speaker materials we receive, a review may take 3-4 weeks; therefore we request your patience. We will contact you after the review to let you know if we would like to move forward with an agreement to act as your agent.