



Please fax this form to attn: Coordinator, at 804-652-0198 Or mail to: Coordinator, Customer Relations Tanya Jones, Inc. P.O. Box 38301 Richmond, VA 23231

Speaker Request Form

To request Tanya Jones as a speaker for your event, please complete and submit this Speaker Request Form.

The Event

- Organization Name: _____
- Event: _____ Event Date: _____ Time: _____
- Event Description: _____
- Event Contact Information:
 - o Name: _____
 - o Phone Number: _____
 - o E-Mail: _____

Speaker Request

- Will you need a biography for the speaker? Yes No
- Will you need a photo of the speaker? Yes No
- When should the speaker arrive (day & time)? _____ Leave? _____
- How long will the speaker speak? _____
- Will you arrange for parking for the speaker? Yes No
- Indicate the deadline to receive a response to this request. _____
- Please give a brief description of the role of the speaker, her responsibilities on the day of the event, and the theme of her speech. If this is a key note address or a panel please state these details here:

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The Audience

Generally speaking, will the audience be comprised of people from:

- A specific college? Yes No
- A specific organization? Yes No
- A specific industry? Yes No
- A specific gender group? Yes No
- A specific career level (entry level, senior level executive, etc)? Yes No
- A specific age group? Yes No
- Other? Yes No

If yes, please identify the group.

Please list any other pertinent information about your organization and/or event.

Submitted by: _____ Date: _____

Once this request form is received, you will be contacted by an office representative within 2 business days to discuss pricing.

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For Office Use Only

Received by: _____ Date: _____

Responded by: _____ Date: _____

Request Approved? Yes No