

MD Harris Institute Event Coordination Form

Requestor Name (first and last)	
Position/Title	
Organization Name and Website	
Telephone and E-Mail	
Address (Number, Street, City, State, Zip, Country)	
Speaking fee range	
Event Date and Exact Location	
Previous Speakers (name)	
Previous Experiences	What did you and your group like about your best speakers? What did you dislike about your worst ones?
Living History Event format	Indoor or outdoor? What era (Greek, Roman, Medieval, Renaissance, 18 th century, 19 th century, 20 th century, other)? What genre of history (military, medical, or Christian)?
Speaking Event format	What kind of event do you seek? An in-person such as a keynote address, a training workshop, a retreat for executives, or something else? A distance event such as an online/web event or a pre-recorded message?
Audience characteristics	How many people will attend? Who (employees, executives, customers, others)? What dignitaries or other special persons are expected (name and title)?
Specific goal of the event	Entertainment, education, inspiration? Duration of event? Length of speech?
Message to be communicated	What are 1-3 points that you want your attendees to leave with?
Audiovisual support available	
Additional requests/comments	

Please complete and email the above information to MDHarrisInstitute@gmail.com. We look forward to helping you achieve your goals.