



CAPITOL CITY SPEAKERS BUREAU

Speaker Materials Submission Checklist

<input type="checkbox"/> Demo DVD (<i>Ideally a minimum of 8-12 minutes in length in front of a live audience</i>)						
<input type="checkbox"/> Bureau Friendly or Bureau-Personalized Press Kit <ul style="list-style-type: none"><input type="checkbox"/> Your current bio<input type="checkbox"/> Articles that have been published about you<input type="checkbox"/> A copy of your published book<input type="checkbox"/> 4-5 letters of recommendation from previous audiences<input type="checkbox"/> A "One-Sheet" containing all of the above information is useful as well						
<input type="checkbox"/> Fee Schedule <i>Your gross, commissionable fees for:</i> <table border="0"><tr><td><input type="checkbox"/> Keynote</td><td><input type="checkbox"/> Non-Profit</td></tr><tr><td><input type="checkbox"/> Half-Day</td><td><input type="checkbox"/> Local Area</td></tr><tr><td><input type="checkbox"/> Full-Day</td><td><input type="checkbox"/> Travel requirements</td></tr></table>	<input type="checkbox"/> Keynote	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Half-Day	<input type="checkbox"/> Local Area	<input type="checkbox"/> Full-Day	<input type="checkbox"/> Travel requirements
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<input type="checkbox"/> List of Topics/Presentations <ul style="list-style-type: none"><input type="checkbox"/> A general list of topics you speak on (e.g. Motivation, Team Building, Stress)<input type="checkbox"/> The title and a brief description of each of your programs (in order of popularity)						
<input type="checkbox"/> Audio/Visual Requirements						
<input type="checkbox"/> 1 Color Photograph (<i>Hi-resolution - 300 dpi - is preferred</i>)						
<input type="checkbox"/> List of other Speakers Bureaus who book you						
<input type="checkbox"/> Contact Information (<i>In addition to your telephone and postal mailing address</i>) <ul style="list-style-type: none"><input type="checkbox"/> Website address<input type="checkbox"/> Bureau-Friendly Website address (if available)<input type="checkbox"/> Email address						
<ul style="list-style-type: none"><input type="checkbox"/> Habitat for Humanity<input type="checkbox"/> The American Cancer Society<input type="checkbox"/> The American Heart Association <p>NOTE: This fee guarantees that we will invest the necessary time to review your materials, and that we will include your information in our database. It does <u>not</u> guarantee that we will book you for a client, market you to our clients or prospects or add you to our website.</p>						
<input type="checkbox"/> Submit your materials to: Capitol City Speakers Bureau Attn: Mike Klemm 1620 South Fifth Street Springfield, IL 62703						

Do not send original materials or DVD's (Materials are not returned to the sender.)

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

All items must 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 thorough review may take 3-4 weeks, therefore we request your patience.