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SPEAKING INQUIRY FORM : BRINGING THE MESSAGE TO YOU

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DATE OF EVENT:

NAME OF CHURCH / ORGANIZATION:

CONTACT PERSON:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

FAX NUMBER:

EMAIL:

LOCATION OF EVENT:

PURPOSE OF EVENT (camp, seminar, workshop, retreat, etc):

WHAT IS YOUR TOPIC OR THEME:

WHO IS THE AUDIENCE:

ESTIMATED ATTENDANCE:

REQUESTED SPEAKER: [click to choose](#)

ANTICIPATED SPEAKING SCHEDULE:

COMMENTS / QUESTIONS / OTHER INFORMATION:

ELECTRONIC SIGNATURE OF CONTACT PERSON:

DATE:

**Please email or mail back to:** Youth Leadership, Attention: Amy McGrew, Office and Events Manager  
3490 Lexington Ave N, Suite 360 • St. Paul, MN 55126 • Phone: 651.484.9400 • Email: [amy.mcgreg@youthleadership.org](mailto:amy.mcgreg@youthleadership.org)

## HONORARIUM / DEPOSIT / CANCELLATION / REFUND

	<u>Tiger McLuen</u>	<u>Associate Staff *</u>
One Talk (within 90 minutes of Twin Cities)	\$450	\$300
½ Day (morning or afternoon)	\$750	\$500
Full Day	\$1500	
1.5 Days	\$1800	
Weekend	\$2800	

The above time frames do not include travel time.

YL is open to negotiating honorariums based on your budget.

A non-refundable deposit is due at the time the date is confirmed.\*\*

Deposit amount for “in-town” events: \$100

Deposit amount for “out of town” events: \$250

Cancellation of this event by sponsoring organization less than 90 days from date of engagement will result in the loss of deposit. If sponsoring organization cancels event, the sponsoring organization must also reimburse Youth Leadership for any travel (i.e. purchased airline tickets, etc.) and other expenses that Youth Leadership has already incurred for the particular event.

*\*\*Excludes cancellations due to inclement weather, illness or family emergencies of Youth Leadership speaker, acts of God, government regulation, disaster, strikes, civil disorder, or breakdown in travel services.*

*\* List of Associate Staff with photos and bios can be found at [www.youthleadership.org/associate-staff](http://www.youthleadership.org/associate-staff)*

## AUDIO-VISUAL

The sponsoring organization agrees to provide any AV equipment required to perform the requested service. Important technical requirement: YL speakers need to be able to place and use their presentation laptop at their side throughout the seminar unless other arrangements are made in advance. Please have your technical staff make the necessary arrangements, including having a VGA cable and sound cords at the podium.

*Recording of the presentation, video or audio, without prior permission, is prohibited solely for reasons related to liability.*

## TRAVEL EXPENSES

If traveling by air, the Youth Leadership speaker will book and ticket their own round-trip flights. Youth Leadership will submit to the sponsoring organization an invoice for the airfare costs, which will be reimbursed to Youth Leadership.

The sponsoring organization agrees to provide ground transportation for the Youth Leadership speaker to and from the airport or train station, hotel, and the location of the event. If the Youth Leadership speaker is traveling by auto, their auto expenses (and any associated tolls) will be paid by the sponsoring organization at the current U.S. mileage rate. If the Youth Leadership speaker requires travel by any other means (rental car, train, bus, taxi, etc.) the sponsoring organization will provide reimbursement for those as well.

## ACCOMMODATIONS AND MEALS

The sponsoring organization will provide and/or pay for lodging and meals for the Youth Leadership speaker during the event. These may be provided directly by the sponsoring organization or reimbursed upon notification of such expenses. Unless otherwise agreed upon, lodging will consist of a clean non-smoking hotel room, single occupancy.

## PLEASE EMAIL OR MAIL BACK TO:

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