



Speaker Invitation Form for MaShani Allen

Please complete and return this form via email with all the following information provided.
Timely and detailed responses assist in our scheduling process.
mashani.allen@gmail.com

Church/ Ministry/Organization _____

Name of Location _____

Location Address _____

Primary Contact _____ **Phone** _____

Event date(s) _____ **Start Time** _____ **End Time** _____

Arrival Time _____ **Allotted Speaking Time** _____

Event Type (please check all that apply)

___ **Conference** ___ **Meeting** ___ **Bible Study** ___ **Ministry/Sermon** ___ **Key Note**

Other (please specify) _____

Event Theme _____

General Age Group of Attendees _____ **Appox. Attendance** _____

Specific Topic to be Addressed _____

Appropriate Attire: _ **Formal** _ **Business** _ **Business Casual** _ **Casual**

Will MaShani be able to sell Products? ___ **Yes** ___ **No**

Will two(2) Volunteers be present to facilitate purchases? ___ **Yes** ___ **No**

Event will be advertised ___ **Yes** ___ **No**

Type of Advertisement _____

Details regarding event: _____

HOTEL ARRANGEMENTS Unless otherwise specified, one non-smoking room should be reserved for MaShani Allen if travel is more than 100 miles from Los Angeles, Ca. Requests for additional rooms will be made in advance with the appropriate representative of the sponsoring organization/group. Once the room has been reserved, we request that you forward the confirmation number and hotel details to j.m.allen32@gmail.com.

GROUND TRANSPORTATION Host is responsible for all transportation of MaShani Allen.

SPEAKING PREFERENCES

- **Speaker Cost: \$150/hr with 3 hour minimum**
- **A quiet room or setting to meditate and prepare at least 30 minutes prior to speaking**
- **VOSS Bottled Water (Room temperature) before and during speaking**
- **A copy/sample of the program at least 48 hours in advance for review**

Please make checks payable to MaShani Allen.

MEDIA ARRANGEMENTS For all recorded services/events, please mail a CD, and/or DVD to: PO Box 570914
Tarzana, CA 91357

The above outlines requirements are understood and accepted.

by _____

Date: _____