

# Advance Peace

## INFORMATION REQUEST FORM FOR DEVONE BOGGAN

Please list the **organization** that is inviting DeVone to participate:

**Date and time** of the event? Please be sure to list a start time and end time for DeVone's proposed participation.

What is the **title** of the event?

Where will this event take place? List the **exact address**, please.

What kind of **event** is this? (e.g. conference, summit, board meeting, fundraiser)

What kind of **speaking request** is this? (e.g. keynote, plenary panel, class, etc.) If panel, please specify if **plenary** and include the **other invited/confirmed panelists**.

Will **travel & accommodations** be covered? [flight, ground transportation, hotel, etc.]

Can you commit to doing a **prep call** at least **three weeks** in advance of the event date? **\*\*WITHOUT THIS PREP CALL, THERE IS A STRONG CHANCE THAT DEVONE WILL FEEL UNPREPARED AND CANCEL HIS PARTICIPATION\*\***

List **contact information** below (telephone & email). Include a cell phone number for DAY-OF contact person.

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Honorarium:

DeVone's standard honorarium for speeches is **\$5,000 USD**. However, DeVone's acceptance of an invitation is not based on the host's ability to pay the full honorarium, but on the value he feels he can add to an event. Are you able to provide this honorarium?

Panel/Speech:

Please provide a **detailed description of what you are looking for DeVone Boggan to discuss** in this panel/speaking engagement. List any key points or issues you would like addressed.

Audience:

Please provide some information about the **expected attendees**.

Outcome:

What are the **goals** of this event? Will there be a specific **outcome** or any **follow-up** post-event?

If this is a recurring event, please provide a **list of the last several speakers** and, if possible, a **transcript or description of their participation** in this event.