

# Booking/Request for Services Form Template

This survey form is designed to use with people who are requesting your professional services. It can be added to a website or sent in an email using an online form. Google forms or Jotform are free and easy to use. There are also many other free forms you could use. If you don't want to use an online form, you could also include these questions in a Word document that you send and ask them to fill out, or the body of the email, but it is best to send them to an online form if you can, so you can keep all your booking requests in one location. The following questions have been adapted in part from The Enitan Story. Thank you, Oriola Bukola!

Thank you for your email and interest in my professional consulting/training services as a Survivor Leader and Subject Matter Expert *[add your own title here that you feel comfortable with or edit as you want]*

To better help me respond to your request and provide an accurate estimate for my fees, please take a moment to complete this booking request form.

**Requester Name:**

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**Requester Email:**

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**Requester Phone:**

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**Requester Address:**

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**Type of Event (check all that apply):**

- Training
- Conference Keynote
- Presentation/Workshop
- Fundraiser
- Consulting Project
- Other:

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Location of the request (in-person location or virtual platform used):

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Event/Project Date:

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Event/Project Start and End Time:

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Duration you need speaker/trainer/consultant:

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Who is the target audience (or who will be in attendance) and how many people do you expect?

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Are there other presenters/consultants involved? If so, who?

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Who will be funding this request and what is your payment and invoicing process? Please note that fees for services are due the day of or before the event.

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What is your budget for this request?

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If it requires travel, please also note the availability of airfare, mileage/ground travel, hotel, and meals.

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If this request is for a conference or speaking event, will you make accommodations for survivors to bring a support person?

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Do you have any audio-visual capabilities? What will you be able to provide? (Check all that apply):

- Microphone
- Computer
- Screen/projector
- DVD capabilities
- PowerPoint capabilities
- Virtual platform (please be specific about which one above)
- Someone on site/or virtual to help with tech set-up



Were you referred to me or how did you learn about my consulting/training services?

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Do you have any other comments or special requests?

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*Note: Completing this form is not an automatic guarantee that I will be able to accommodate this request. Once I receive your information, I will follow-up about next steps. Thank you!*

*Should any question arise from the information you have provided in this form, please, respond within 24 hours. Thank you for your understanding and cooperation. Kindly click "YES" below to acknowledge that you have read and understood this disclaimer. Thank you for your cooperation.*

YES

