

# BOOKING APPLICATION

*Please complete form to book an appearance. This is NOT a contract.*

## ORGANIZATIONAL INFORMATION:

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

e-mail \_\_\_\_\_

Website \_\_\_\_\_

Event Theme or Title \_\_\_\_\_

\_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time(s) \_\_\_\_\_

Budget \$ \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TERMS OF SERVICE:

### Payment Terms:

50% of speaker fee is due upon contract signing. Contract will be sent upon approval of event date, venue, time and speaker fee. **Balance is due two (2) weeks prior to the event – NO EXCEPTIONS.** 5% discount if entire bill is paid upon signing contract and at least 30 days prior to the event. **All payments are non-refundable UNLESS speaker cannot fulfill duties due to illness or other unforeseen circumstances.**

### Expenses:

Two (2) first class airfare tickets. Hotel and ground travel accommodations for two. Client agrees to make and pay for all travel, food and lodging accommodations. Client sends airline tickets to speaker two (2) weeks before travelling.

### Additional Client Responsibilities:

Please send a formal invite letter with application.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail application with formal invite letter to: Anthony Quiñones, Q Ball Media, 2198 Cruger Avenue, Bronx, NY 10462.