

KEYNOTE, WORKSHOP, AND TRAINER CANDIDATE INFORMATION FORM

NAME	first	last	NOTES
EMAIL	their email address		contact date(s), type(s) of contact, communication update(s) [ex: 1/1/2001 Left voicemail message]
PHONE	primary	secondary	
WEBSITE	their website		
MAILING ADDRESS	address 1		
	address 2		
	city		
	state	00000	
REFERRED BY	referral source		

CANDIDATE SCORE CARD

- 4** = WOW; IDEAL; PERFECT
- 3** = IMPRESSIVE; SHOWS MERIT
- 2** = MINIMAL; JUST OKAY
- 1** = NONE; NONEXISTENT

SPEAKER FEE + TRAVEL, ETC	enter speaker fee grand total
TERMS + CONDITIONS	enter all noteworthy terms and conditions
SPEAKER SPECIAL REQUESTS	enter all noteworthy terms and conditions

RESPONSIVE COMMUNICATION	ORGANIZED / DETAILED	PERSONALITY FITS AUDIENCE	UNIQUE FACTOR	TOPIC EXPERIENCE	TECH SAVVY	ENTERTAINMENT FACTOR	CO\$T VS VALUE
Select score	Select score	Select score	Select score	Select score	Select score	Select score	Select score

TESTIMONIALS QUALITY	VIDEO EXAMPLES	VERIFIABLE REFERENCES	FRIENDLY DISPOSITION	AUDIENCE ENGAGEMENT	HELP INCREASE AUDIENCE	INSPIRING / MOTIVATING
Select score	Select score	Select score	Select score	Select score	Select score	Select score

FOCUSED ON EVENT GOALS	ACTIONABLE TAKEAWAY(S)	INDUSTRY KNOWLEDGE	CUSTOMIZATION TO OUR THEME	EASY TO WORK WITH	AUDIENCE HANDOUTS	MEANINGFUL / MEMORABLE
Select score	Select score	Select score	Select score	Select score	Select score	Select score

QUESTIONS ASKED [UNCHECK THE ONES YOU DO NOT USE]

x	Why did you choose to become a speaker?	x	Do you bring your own presentation equipment?
x	What experience do you have with our topic?	x	How will you actively involve our attendees?
x	How will you connect with our attendees?	x	What specific takeaways will our attendees get?
x	What makes you unique in your message delivery?	x	Do you provide time for Q&A? Meet & Greet?
x	How do you prepare for an event like this?	x	Can you provide references and if so, how soon?
x	Do you provide materials (handouts, promotional materials, etc) to attendees? What are they?	x	If chosen to be our speaker, what will you need from our team before, during, after the event day?
x	What do you understand the purpose of our event and your potential role as a speaker to be?	x	What fees and expenses are associated with your services and what would each cost?
x	How will you customize to reflect our topic/theme?	x	What makes you entertaining and memorable?
x	What are three goals you have for yourself when preparing for and delivering a speaker message?	x	What are the three greatest lessons or changed perspectives you expect the audience to gain?
x	Will you help promote this event and if so, how?	x	What ideas do you have for increasing attendance?
x	Who are some speakers you admire and why?	x	What industry words/phrases do you (or not) use.
x	If IT issue arise, how will you deal with them?	x	In one sentence, why should we choose you?



Deetra K

KEYNOTE, WORKSHOP, AND TRAINER CANDIDATE INFORMATION FORM

FIRST INTERVIEW

Click or tap to enter a date.

POINTS OF INTEREST

CLICK HERE to enter notes from first interview

SECOND INTERVIEW

Click or tap to enter a date.

POINTS OF INTEREST

CLICK HERE to enter notes from second interview

REFERENCES

reference's name and relation to the candidate	contact information	brief highlights of reference's comments
reference's name and relation to the candidate	contact information	brief highlights of reference's comments
reference's name and relation to the candidate	contact information	brief highlights of reference's comments

NOTES

CLICK HERE to enter additional notes



Deetra K