



# The Mindset Mentor

## Booking Form for Joanne Baker

Client: .....

- Corporate
- Government Agency
- Conference Organizer
- Speakers Bureau
- Charity / Community (Not for Profit)
- School

Organisation: .....

Client Contact: ..... Phone Number: .....

Client Email: .....

Speaker: Joanne Baker Presentation Date: .....

Client Address: .....

Time of Joanne's Presentation:

Start: ..... Finish: .....

Function: .....

Venue: .....

Location:

Melbourne Metro: ..... Outside Melbourne: .....

Function Details:

Theme: .....  
(Conference, dinner, awards dinner, annual dinner, etc)

Purpose of Conference: .....

Audience Numbers: .....

Audience Description: .....  
(Sales, admin, guests, buyers, customers, association members, etc)

Background Information: .....  
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Dress Code:

- Business
- Black Tie
- Other .....

Joanne's Audio / Visual Requirements:

- Video Recorder (VHS Format)
- Screen (or large TV monitors)
- Microphone (hands free or lapel)

Venue Details:

Contact Person on Arrival: .....

Emergency Venue Contact Number: .....

Stage or Platform for Presentation Delivery: .....

Background Materials:

Conference Brochure: .....

Conference Agenda: .....

Organizational Brochure: .....

Terms:

50% fee on booking confirmation

50% fee on Presentation

Air Travel – Business Class (Flights above 3 hrs)

Airport Transfers (Taxi)

Accommodation: .....

(Details if required)

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Please return to:

The Mindset Mentor

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