



CULTIVATE + MOTIVATE

## THE INSPIRATIONAL CONVERSATIONALIST

### SPEAKING REQUIREMENTS

Thank you for your request to have Dr. Estella Dior speak at your event. Estella Dior Enterprises LLC is sending the following correspondence as an outline of the agreed upon speaking date, budgetary requirements, and needs for Dr. Estella Dior.

#### Organizational Information:

Name of Organization Hosting the Event: \_\_\_\_\_

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

Organization City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Website: \_\_\_\_\_

#### Event Information:

Name of Event \_\_\_\_\_

Venue Name \_\_\_\_\_

Venue Street Address: \_\_\_\_\_

Venue City \_\_\_\_\_ Venue State \_\_\_\_\_ Venue Zip Code \_\_\_\_\_

Closest Airport to Event \_\_\_\_\_

Distance from Airport to Event Venue \_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_

Propose Event Time(s): \_\_\_\_\_

Specific Time(s) Dr. Estella Dior will be speaking \_\_\_\_\_

Event Theme \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Special Luncheon or Other Events \_\_\_\_\_

Will there be media involved (check one)? Yes \_\_\_\_ No \_\_\_\_ If yes, specify \_\_\_\_

Will the event be streamed live via the internet (check one)? Yes \_\_\_\_ No \_\_\_\_ If yes, provide Url  
\_\_\_\_\_

#### CONTACT INFORMATION:

Event Contact Person \_\_\_\_\_

Office Number & Extension \_\_\_\_\_

Direct Cellular Number \_\_\_\_\_

Airline Travel/ Hotel Accommodations / Transportation:

\*1 first class ticket, 1 coach ticket, two hotel rooms with double beds (including meals) - are asked to be covered by the host.  
Please review dates and times with us prior to purchasing. Non-stop flights are extremely preferred.

\*If your location is not near the airport and the only resolve is to drive, we require rental car reimbursement. The reimbursement check should be received 10 business days prior to your event. Estella Dior Enterprises will reserve the car and forward the invoice to your ministry

\*We prefer that all flights be taken care of a month in advance

\*Host will be responsible for ground transportation for Dr. Estella Dior and staff.

\*Local engagements ONLY!! Anything under 50miles we will drive, anything over 50miles we ask you to provide transportation.

Type of Event

General Honorarium for all engagements outside of Georgia:

\$3000 - for each time you need her to speak. Financial requirements should be made payable to Estella Dior Enterprises.  
50% Deposit is due 2 weeks prior to speaking, remainder is due upon arrival. Please make a deposit to:  
1: CashApp - \$estelladior / Paypal: @estelladior / Zelle: Estella Washington, (912) 215-1657 or Cashier's Check.

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Please sign a copy of this agreement and return email to [admin@estelladiorenterprise.com](mailto:admin@estelladiorenterprise.com) to indicate your agreement with terms listed. A full confirmation packet including bio and photo will be sent to you following a signed copy of this agreement.

If you need further assistance, feel free to contact the office at: (912) 215-1657 between the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Sincerely,

Estella Dior  
Estella Dior Enterprise: LLC

Authorized Signature/Host: \_\_\_\_\_  
Date: \_\_\_\_\_