

PLEASE RETURN WITHIN 5 – 7 BUSINESS DAYS TO BOOK EVENT

Leadership Authorization (from those inviting Kat Kerr to speak):

Print Name & title of person authorizing: _____ **Today's date:** ___/___/2014

Signature of person authorizing: _____

Dates & Times requesting Kat to speak: _____

Location(s) of Event(s)

Name of Location: _____

Address: _____

Phone(s): _____

Contact Person: _____

Email: _____

(You may add additional pages if there are multiple locations and dates that require more space to list the information.)

Information for One Quest trip preparation:

Airport of arrival to book flights to: _____

Approximate number of expected attendees : _____ (for product determination)

Sometimes product is sent prior to Kat's arrival – please provide address products can be sent to in the comments area at bottom of form.(and note whether or not someone will be available to sign for the delivery).

Is projection screen available to show illustrations using a flash drive/USB to computer? _____

Will meetings be audio recorded _____ and/or video recorded _____?

Requirements:

We require copies of any recordings when Kat leaves.

Airfare for round trip and baggage fees (baggage fees typically \$50 per person) to be received in advance for Kat Kerr and 1 to 2 team members. No. of team members is determined by the no. of event meetings and no. of expected attendees.

Hotel (or alternate lodging) accommodations and meals to be provided for Kat and team members. If the alternate lodging is a hosting home – no indoor cats, please. Lodging will need to provide a refrigerator and a microwave. Also, please no seafood – Kat does not do well with the odor of it. Transportation to be provided to and from airport, lodging, meals and meetings for Kat and all team members.

Provide two 8 ft. tables for product display and sales and covering like a tablecloth to cover products during meetings.

Note: **Airfare** tickets will be purchased by One Quest Int'l (a for profit corporation) after funds are received from you. Prices typically increase as the event dates gets nearer. (Check or credit cards accepted for this payment) If paying by check, send to: One Quest Int'l, PO Box 550989, Jacksonville, FL 32255 or credit card info can be given to Margaret at the number shown below. **Checks for airfare and baggage to be made payable to One Quest Intl.**

Initial your agreement to meet the requested requirements on both pages please _____

One Quest International, Kat Kerr - Event Confirmation Form

Note: A speaking fee is not required but we do request that a Love offering be taken for Kat at each of the meetings and then the offerings collected be presented to Kat's accompanying team member. If payment is by check it should be payable to: **Kat Kerr** and given to Kat's team member prior to departure. If not able to provide the check prior to departure, we request the check to be sent by priority mail the next business day. Please confirm how this will be handled and we will provide a priority envelope for mailing the honorarium if necessary. Please note Kat Kerr does not operate as a 501(c) 3 organization so honorarium made payable to Kat will not qualify as a charitable tax deduction. Therefore, please mark the appropriate box for W-9 form if required from Kat for tax reporting purposes and one will be provided promptly.

Yes W-9 needed or No, W-9 not needed.

Please indicate by checking the appropriate box:

check from collected offerings available at time of departure or check will be sent by priority mail

Initial your agreement to meet the requested requirements on both pages please _____

PLEASE RETURN THIS COMPLETED FORM BY EMAIL TO: Margaret at bookings@katkerr.com

Or phone Margaret Voorhees at ph. 904-703-1751. Feel free to call or email if any questions or further info required.

Enter additional comments or questions below:
