

**EMAIL QUESTIONNAIRE**

Dear \_\_\_\_\_, Marcia Pledger, author and Plain Dealer business columnist, asked me to get in touch with you about your request that she speak before your group. It would be most helpful to her if you would fill out the form below.

Today's date (not the date of the event): \_\_\_\_\_

Your name: \_\_\_\_\_ email address: \_\_\_\_\_ telephone number: (\_\_\_\_) \_\_\_\_\_

Your organization: \_\_\_\_\_ Your organization's website: \_\_\_\_\_

What does your organization do? \_\_\_\_\_  
\_\_\_\_\_

Date you want Marcia to speak: \_\_\_\_\_

What kind of event is this (i.e. general meeting, fundraiser, annual meeting, monthly luncheon, etc.)? \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ How long would you like Marcia to speak? \_\_\_\_\_

Would it be all right if she left after she speaks or is it important that she remain through the end of your program? \_\_\_\_\_

Do you have a particular topic you would Marcia to talk about? More important, do you have a particular action you'd like your audience to take? In other words, what outcome would you like? This will be very helpful to Marcia as she prepares her remarks. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Will you need a copy of Marcia's biography? \_\_\_\_\_

Will you need a copy of Marcia's photo? If so, please tell us if it can be sent to you via email. If you need it mailed, please be sure we have the correct address to send it to. Also, please let us know if you want a low-resolution or a high-resolution photo, if sent by email. \_\_\_\_\_  
\_\_\_\_\_

How many people do you expect to attend this event? \_\_\_\_\_

What is the exact address where this event will take place? \_\_\_\_\_

In the event that Marcia can speak at your event, please list a cell phone number that will likely be available to receive calls at the event, itself (in the unlikely event Marcia is delayed). \_\_\_\_\_

It is Regina's policy not to take any money personally for speaking. However, she accepts an honorarium in the form of a check made out to one of her favorite local charities, The Gathering Place. For your information, The Gathering Place is a caring community that supports, educates and empowers individuals and families touched by cancer through programs and services - all of which are provided free of charge. You can read more about The Gathering Place at <http://www.touchedbycancer.org>. If you are willing to offer a tax-deductible honorarium, would you kindly suggest an amount you are comfortable with? \_\_\_\_\_

Is there anything else that you want Marcia to know? \_\_\_\_\_  
\_\_\_\_\_

Thank you very much for asking Marcia to speak. I will make certain that Marcia sees your reply and that you receive an answer as soon as possible.

Sincerely,

Derrick Pledger  
Email: [ceo@derrickpledger.com](mailto:ceo@derrickpledger.com)

**INSTRUCTIONS FOR USE: Please fill out the form and email to: [advocate@stratos.net](mailto:advocate@stratos.net)**

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FOR OFFICE USE ONLY: \_\_\_ yes \_\_\_ no \_\_\_ bio sent \_\_\_ photo sent \_\_\_ special requests \_\_\_

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