



Please complete this form and return it to Dana Moore at dana@formysisterfriends.org along with an official letter of invitation. Any supplemental material that you feel would be useful in rendering a decision is also welcome.

You may forward all questions and concerns to info@formysisterfriends.org or contact the office at 908-489-0734.

Event Name:	
Event Start and End Date:	
Event Location (Street Address):	
Event City & State:	
Event Type (e.g., Workshop, Conference...):	
Date Tina C. Hines is requested to speak:	
Type of Address:	<input type="checkbox"/> Keynote <input type="checkbox"/> Workshop <input type="checkbox"/> Panelist
Panel Discussion –List other panelists and moderator	
Keynote – List other event participants	
Address Length:	
Audience Size:	
Audience Composition (e.g., Women’s Org, Parents, Mentors):	
Workshop Options:	<input type="checkbox"/> You Can’t Move On Until You Bury Some Things <input type="checkbox"/> Accessorize with Positivity <input type="checkbox"/> Remembering You
Suggested Speech Topic:	
Speech Start Time:	
Speech End Time:	
Additional attendance requested where remarks are not required:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Breaks <input type="checkbox"/> Other _____
Media Invited:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If, Yes...	<input type="checkbox"/> Broadcast <input type="checkbox"/> Print (<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National)
Is there an agenda available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you require a bio or photo?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, due date: _____)
The following will be compensated:	<input type="checkbox"/> Hotel <input type="checkbox"/> Transportation <input type="checkbox"/> Registration Fee <input type="checkbox"/> Honoraria
Event Point of Contact:	Name:
	Title:
	Organization:
	Street Address:
	City, State, Zip Code:
	E-mail/Website:
	Office Phone: Cell Phone:
Additional Information:	