



Taking Charge of Your Money LifePlan
"1 Step, 1 Tool, 1 Hour at a time"

SPEAKING ENGAGEMENT FORM FOR

Debbie Todd, CPA, CTP, CGMA, CFEI - The "Spunky" Christian CPA

Please complete and return this form via email with all the following information provided.
Timely and detailed responses assist in our scheduling process.

Church/Ministry/Organization
Name of Location
Location Address

Primary Contact Phone

Event Date(s) Start Time End Time

Arrival Time Allotted Speaking Time

Will Debbie need to coordinate with other speakers? Yes No

Event Type (please check all that apply):

- Conference, Retreat, Leadership Training, Expert Panel, Webinar/Podcast/Online, Small Group Event, Money Bootcamp, Puppetry Event

Other (please specify)

Event Theme

General Age Group of Attendees Approx. Attendance

Specific Topic to be Addressed

Appropriate Attire: Formal, Business Casual, Casual

Will Debbie need to provide workbooks / materials? Yes No

Will two (2) Volunteers be present to facilitate event logistics? Yes No

Event will be advertised Yes No

Type of Advertisement: Radio, TV, Print, Flyers, Other

## **SPEAKING ENGAGEMENT PREFERENCES & AGREEMENT**

### **TRAVEL ARRANGEMENTS**

1 Hour Impact will make all travel arrangements for Debbie and her team. Please be aware that an assistant may accompany Debbie. The staff will make every effort to purchase airline tickets within the budgetary guidelines established by the sponsoring organization/group. Once purchased, we will forward the total cost of the ticket to the appropriate representative of the sponsoring organization/group for reimbursement upon Debbie's arrival. Reimbursement for air travel should be made payable to 1 Hour Impact.

### **HOTEL ARRANGEMENTS**

Unless otherwise specified, one non-smoking room should be reserved for Debbie Todd if travel is more than 100 miles from Woodland, WA. Request for additional rooms will be made in advance with the appropriate representative of the sponsoring organization/group. Once the room has been reserved, we request that you forward the confirmation number and hotel details to **Admin Support Email address: [solutions@1hourimpact.com](mailto:solutions@1hourimpact.com)**

### **GROUND TRANSPORTATION**

For travel more than 100 miles from Woodland, WA unless the sponsoring organization/group has arranged to utilize members/attendees to transport Ms Todd, a vehicle rental will be required to ensure she and her team are at every event in a timely manner.

### **SPEAKING PREFERENCES/NEEDS**

- Event Materials and Attendee Registration Fees will be handled by 1 Hour Impact, unless other arrangements are agreed to in advance
- A cordless/handheld microphone, projector and laptop connection for video
- A quiet room or setting to meditate and prepare at least 30 minutes prior to speaking and to change clothing after speaking
- Bottled Water (Room temperature) before and during speaking
- Chilled Cranberry Juice after speaking
- A copy/sample of the program at least 48 hours in advance for review

*Please make honorarium checks payable to **1 Hour Impact***

### **MEDIA ARRANGEMENTS**

For all recorded services/events, please mail a CD, and/or DVD to:

**1 Hour Impact**  
289 Brimstone Road  
Woodland, WA 98674

***The above outlines requirements understood and accepted by:***

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Signature

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Date