



Kathie M. Thomas
Author, Blogger, Speaker, VA Coach & Trainer

About your audience.

This is a guide for the type of information I need from you to ensure I give a quality presentation to the intended audience. Not all questions may apply to your event, but many will so please spend some time thinking about them and send your response to me at kathie@vadirectory.net.

1. What do the people in the audience do?
2. What is their range of authority and responsibility?
3. What outcome are you expecting from my presentation?
4. How will you know that I have done a good job?
5. Is this just about imparting information or you also expecting some motivational input?
6. What style of speaker does the audience like?
7. Will there be any managers in the audience?
8. Is there anything you want me to emphasise during my presentation?
9. How long do you wish me to present for?
10. Are you looking for a short message, keynote or a workshop?
11. What is the theme or topic of your event?
12. Anything else I need to know?

I need to know things about the venue also:

1. How will the room be set up?
2. Is it a large room or small?
3. Will there be a screen, data projector and microphone?
4. At what point of the event will I be speaking (first thing, end of day, after lunch)?



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My fees:

Presentations are tailored specifically for each event. I do both keynotes and workshops and speak at conferences, seminars, teleseminars, webinars and church services.

<i>Keynote Presentation 45 – 60 minutes</i>	<i>\$2,500</i>
<i>Workshop 60 – 90 minutes</i>	<i>\$3,250</i>
<i>Short presentation 10-30 minutes</i>	<i>POA</i>

Client's choice of up to \$250 worth of KMT products, i.e. books, tshirts, teddies, mugs, etc.

If being booked for multiple presentations, i.e. keynote and workshop for the one event, please advise so I can give you a special rate.

Interstate and international bookings include fee plus air fare or other travel (taxi, etc), accommodation and related expenses.

An original of any paperwork or workbook will be provided for copying for attendees at sessions.

Participants will be offered a range of products for purchase at the conclusion of presentations – happy to discuss this with the organiser.

Note for churches: Please contact direct to discuss speaking engagement

www.kathiethomas.com