



## Speakers Bureau Application

Arzika is dedicated to providing the highest caliber of content and speakers to our delegates at each event. We invite you to join this elite group of professionals from across the country and around the world. Please send the required documentation outlined in this application to be considered for the Speakers Bureau. We will notify you if you have been selected after we have reviewed your application documentation through a series of requirements regarding your area of expertise and past speaking experience.

**Please submit the following information (*required*):**

1. Biography
2. Your introduction (*The one you use when delivering a speech*)
3. Brief program(s) description outlines (*preferably one page*)
4. Detailed (topics) program descriptions (one page) includes:
  - Title(s)/topic(s): Suggested titles and topic range
  - Background: Two or three sentences, one paragraph description
  - Purpose statement: How to . . . definition
  - What kind of audience
  - Topics covered: Menu of bullets (modules you could cover)
  - Special features: Large and small groups, length options etc.
  - Statement of expectations
  - Bio: Short (one paragraph) and specific written for this program
  - Timelines (i.e. 45 minute presentation plus 15 minute Q & A, 2 hour workshop, etc.)
5. Investment Schedule: Define your fees, services, travel requirements, and terms
6. Product Descriptions: Please include products for review
7. References and Testimonials: From clients and other speaker's bureaus



8. Photos: Black and white 5 x 7 and/or 8 x 10 head shots (photos), color headshots and action photos
9. Published Work: Copies of books you authored, or co-authored, published, or sold the rights to publish
10. Publicity and Press Clippings: Copies of articles you have authored, had published, and interviews
11. Live Demo Samples: Professionally produced DVD (Recent within 12 months) video of speech before a live audience (*media interview clips are not sufficient*)
12. List of Instructions: Clearly define the best group(s) for which we should attempt to book you, and the list of group(s) you prefer we do not.
13. Current Speaking Schedule

**To submit your documentation:**

Please email to:

SpeakersBureau@arzika.com

*or*

Mail via US Post to:

6937 Beach Road  
Troy, Michigan 48098  
Attn: Kelli Baird

Thank you in advance for sending this information. We review speaker's material every month. After we have reviewed your material, we will contact you. In the meantime, if you have any questions, please call Kelli Baird at (248) 910-4588 or email [kelli@arzika.com](mailto:kelli@arzika.com).