|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hello!**Thanks for choosing EZSpeechwriters! Please take a few minutes to completely fill out ***all*** the fields below. Your speech will be created based on this information provided. We ***do not*** provide extensive revisions once your speech has been written. Minor changes can be requested, however, any additional information provided after the speechwriter has begun writing or after the speech is completed ***may require a revision fee of $65.00***.**Please highlight the areas below which are applicable to your speech needs.****1. Type of event**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| After Dinner Anniversary Armed Forces Awards Presentation Baptism Bar/Bat MitzvahBenediction Best Man Birthday PartyBusiness PresentationCharity EventChristmas PartyClub/Association MeetingCommemorative | Committee Conference Corporate Election Emotional Appeal Eulogy Family ReunionFarewell AddressFestivalFundraiser Funeral Graduation Holiday | Icebreaker Informative Inspirational Introduction InstructionalInvocation Keynote Love Poems Maid of HonorManagement TrainingMarriage Miscellaneous Motivational Open/Launch Party | Patriotic Persuasive Political CampaignPrayers Product Endorsement Product LaunchProfessional/Career Resignation Retirement Roast Safety GuidelinesSales PitchSales Training Scripts  | SeminarSermons Storytelling Testimonials Thank You Toastmaster Toasts Valedictorian/SalutatorianWedding Anniversary Wedding Wedding Vows Wedding Vow Renewal Welcome |

Development council service award acceptance**2. To what size group will the speech be delivered?**

|  |  |  |  |
| --- | --- | --- | --- |
| Large (100+ people) | Medium (50 to 100 people) | Small (25 to 50 people) | Intimate (1 to 25 people) |

**3. The speech will be delivered to a group made up of mostly (check all that apply)…**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| family friends colleagues business associates | the press invited guests employees students | clientscrowd congregation children | menwomen teenagers specific ethnic group | an individual customers group membership attendees | senior citizens married couples singles adults mixed age/gender |

Alumni and University President and staff- 500-600 in attendance**4. Where will the event be held?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| convention center meeting hall church synagogue | restaurant school college university | auditorium open-air venue park beach | conference/board room private home funeral home video presentation | community center theater botanical garden historical site | military installation museum ship sporting venue  |

**5. Is there a key person to whom the speech will be given? Tell us about his/her personality, events or memories you have together. No- will be award acceptance speech****6. What do you want your audience to think, feel or do differently as a result of experiencing your presentation? The development council impact from providing for higher education**Finally, please provide your speechwriter with any ***additional information*** you would like to have included in your speech. Include all information you feel is ***essential to your speech***. -- PRIVATE SUPPORT NECESSARY TO ATTRACT AND RETAIN TOP STUDENTS AND FACULTY.- GIVE BACK SO FUTURE STUDENTS WILL HAVE THE OPPORTUNITY TO BE THE BEST THEY CAN BE.- NEED TO CONTINUE TO BUILD U.T. TO MEET THE EDUCATION NEEDS TO DAY AND THEE FUTURE- SOME HUMOR- SOME KEY PHRASEAny additional ***information provided later*** may require an ***additional revision fee of $65.00***. We do not provide extensive revisions according to personal preferences, etc.  We look forward to assisting you and welcome any additional questions you might have!Sincerely,Heather R. ToddLevel III Online Speech Writing Consultant**writers@ezspeechwriters.com** - Email is the FASTEST & most accurate form of communication![www.EZSpeechWriters.com](http://www.EZSpeechWriters.com) +1-321-251-6977 USA Direct / International Dialing1-800-816-4788+44 (0) 20 3006 28 86 United KingdomFAX: 1-866-447-1384 This email is a direct response to your electronic inquiry to [www.EZSpeechWriters.com](http://www.EZSpeechWriters.com). We NEVER send unsolicited emails or share your contact information. However, should you wish to no longer receive email communication from us regarding your speech writing needs, please simply respond to this email with "UNSUBSCRIBE" in the subject line. Please allow 3 business days for administration to remove your client information from our database. Thank you! - The Speech Writers at EZSpeechWriters.com  |