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| **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 Mitzvah  Benediction  Best Man  Birthday Party  Business Presentation  Charity Event  Christmas Party  Club/Association Meeting  Commemorative | Committee  Conference  Corporate  Election  Emotional Appeal Eulogy  Family Reunion  Farewell Address  Festival  Fundraiser  Funeral  Graduation  Holiday | Icebreaker  Informative Inspirational Introduction  Instructional  Invocation  Keynote  Love Poems  Maid of Honor  Management Training  Marriage  Miscellaneous Motivational Open/Launch Party | Patriotic  Persuasive  Political Campaign  Prayers  Product Endorsement  Product Launch  Professional/Career Resignation  Retirement  Roast  Safety Guidelines  Sales Pitch  Sales Training  Scripts | Seminar  Sermons  Storytelling  Testimonials  Thank You  Toastmaster  Toasts  Valedictorian/Salutatorian  Wedding 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 | clients  crowd congregation children | men  women  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 PHRASE  Any 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. Todd Level III Online Speech Writing Consultant  [**writers@ezspeechwriters.com**](mailto: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 Dialing 1-800-816-4788 +44 (0) 20 3006 28 86 United Kingdom  FAX: 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 |