



Herm Allen Coaching

BOOKING INFORMATION for Herm Allen

For Students (school assemblies or in-class) and **General Audiences**

F.O.C.US. On Your Future: 5 Simple Principles to Reach Your Goals. Herm talks about what it takes to succeed in school and/career. Drawing from his background and education in inner city Cleveland, OH, he candidly shares his experiences as a first generation college student using 5 key principles in this light-hearted presentation.

For Educators

F.O.C.US. On Your Students: 5 Principles to Facilitate Student Success. Teachers and educators can hear firsthand how to bring out the best in their students. Herm uses personal stories from his experiences as a student and student affairs professional.

Customized Workshops/Trainings

Available upon request. Rates differ from those below. Contact for more information.

Rates (subject to change without notice)

Up to 1 Hour

\$600 Local (Within Upstate SC - Anderson, Oconee, Pickens Co.)

\$675 Local (Upstate SC)

\$900 SC Statewide

Outside of SC (Let's talk)

\$50 Each Additional Half-Hour

Deposits and Cancellations: Client agrees to pay full professional fee the day of booked event (deposit may be required). If the program is cancelled by the Client and not rescheduled, full payment is due within one week of originally booked date. Cancellations must be submitted in writing no later than two (2) weeks before booked date.

Facility and A/V Support: Client agrees to provide room set up at location; A/V equipment may include wireless or clip-on microphone, computer with video projector connection, screen and flipchart with markers & easel. Any non-profit audio and video distribution of the program within your organization is permitted, provided that a master copy of such recording is approved by and supplied to Mr. Allen. Profit seeking distribution requires a separate written royalty agreement.

Travel/Lodging/Meals (if applicable): All reasonable and customary travel expenses including coach airfare, ground transportation, lodging and 2 meals.



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Pre-Speaking Engagement Information for Herm Allen - Pg. 2

These questions are designed to help me tailor your program specifically suited to the needs of your group. Please take a moment to answer all the questions fully and return the form to me.

I would also appreciate receiving any printed information on your group or organization that may help me with background information (e.g., corporate/organizational reports, news items, in-house publications, products, services, employees, etc.). Thank you for your help!

Please return this questionnaire to: Herm Allen
116 Curtis Circle
Clemson, SC 29631
E-mail: herm@hermallencoaching.net

Upon receipt and review of this information, I will contact you or your designate directly to tie up any loose ends. At that time, you will receive my speaking agreement of which will hold your date when it is returned.

If you have any questions please do not hesitate to call me: (864) 903-7475

THE AUDIENCE

Total number attending? _____ Spouses attending? Y N
Percentage male/female _____ Average age? _____

Average annual income _____

Educational background _____

Major "job" responsibilities of audience _____

Will there be any "special guests?" Please explain. _____

Why is your group attending this meeting (voluntary, mandatory, etc.)? _____

How will they be notified? _____

What is their overall opinion regarding the subject of my presentation, (favorable, hostile, etc.)? _____



Please provide the names and positions of three main "movers and shakers" in your organization that will be in the audience, who are well known and well liked. I may joke with them or call on them if the need arises. I may also want to contact them for more research information on your group (with your permission, of course).

Name _____ phone _____

Name _____ phone _____

Name _____ phone _____

DETAILS ABOUT YOUR AUDIENCE

Problems?

Challenges?

Breakthroughs?

What separates your high-performance people from others?

Are there any hearing or sight-impaired audience members? Y N - If yes, please provide names and contact information

TELL ME ABOUT YOUR INDUSTRY/PROFESSION

Problems?

Challenges?

Breakthroughs?

TELL ME ABOUT YOUR ORGANIZATION

Problems?



Challenges?

Breakthroughs?

Significant events? Mergers? Relocations? (if applicable)

THE PRESENTATION

Presentation Title (check all that apply):

- F.O.C.U.S. On Your Future: 5 Simple Principles to Reach Your Goals*
- F.O.C.U.S. On Your Students: 5 Principles to Facilitate Student Success*
- Customized Program*

Time Frame? Start Time _____ End Time _____ Any Breaks? Y N

Choose top 3 dates: _____

What is on the program just before I speak?

What happens on the program right after I speak?

Appropriate dress for presentation?

Conference/Program title and theme?



Specific purpose of this meeting/session (e.g., awards banquet, annual meeting, etc.)?

Specific objectives for my presentation?

Sensitive issues that should be avoided?

Introducer's name?

Introducer's Phone: Wk. _____ Hm. _____

Is there any publicity work I can help you with while I am at your event? Y N

Radio ___ Television ___ Other ___ Type _____

Who are the other speakers on the program? (if applicable)

Speaker _____ Topic _____

Speaker _____ Topic _____

What speakers have you used in the past that covered topics related to the material I will be presenting for you?

What did you like and/or dislike? Withhold their names if you like, but do comment on the material they used!

Please share any "local color" you may know of relating to the location where my program will be held.

Please share any "industry color" related to your organization or industry.



What comments or suggestions do you have that will help me make this presentation the best your audience has ever had?

Thank you. I look forward to being an inspiration to your group.

Optional (pre-payment only): Mr. Allen is making available his book (see below) at a discounted price. If you choose to purchase this item, please select at this time and include payment. Minimum order of 25.

1. F.O.C.U.S. On Your Future:	_____@\$10 each	Sub Total _____
5 Simple Principles to Reach Your Goals		Total _____