

Kimberly A. Benjamin, PHR

Be Blessed Career Consulting Inc. President & CEO

P.O. Box 4373 Southfield, MI 48037

E-Mail: Beblessedcc@aol.com

Phone: (586) 718-2571

Fax: (734) 942-9947

Website: www.BeBlessedCareerConsulting.com

SPEAKER INVITATION FORM

Please type/print information or place check marks as appropriate. Duplicate and fill out a separate form for each engagement.

This confirms our invitation for Kimberly A. Benjamin, PHR for the following date(s):

Sponsoring Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Primary Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Alternative Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Name of Event: _____

Describe nature of event (purpose, theme, goals, etc.): _____

Scheduled time of event: _____ Length of time speaker is expected to present: _____

Number of times speaker is expected to present: _____ Will message be repeated? _____

Number of people expected: _____ Describe audience (age range, sex, special needs, etc.):

Location of event (please enclose a map): _____

Time you would like speaker to arrive: _____ Time speaker is free to depart: _____

How will the event be advertised? (TV, Radio, Print, Flyers, Bulletins, etc.): _____

This is an annual event? This is a one time event? This is the first time for this event?

Will the event be taped? _____ Audio Video Both

How did you hear about Be Blessed Career Consulting Inc.:

Be Blessed Career Consulting Inc. will be able to sell the following products at the event:

Books ____ Workbooks ____ 2-PartDVD Series ____ 13-Part DVD Series ____

What are the skills that you would like to see developed in your employees / members?

Career / Job Search Seminars Needs Assessment: Select the following seminars that you would like Be Blessed Career Consulting Inc. to bring to your location:

- Starting my job search
- Finding a perfect career that fit my skills, interest, and motive gift
- Creating or updating my resume
- Creating or updating my cover letter
- Improving my interviewing skills (responding to and asking questions)
- Developing thank you letters
- Creating my business portfolio
- Looking for a job in the Internet
- Knowing what to do if you get laid off or let go
- Working with recruiters and headhunters
- Researching salaries
- Negotiating a higher salary
- Accept job offers
- Managing personal finances during your career transition
- Identifying a perfect career
- Developing short term and long term goals
- Creating action plans for your personal life
- Creating a mission and vision statement for your life
- Managing your workload
- Managing your stress levels
- Knowing how to excel on your first day on the job
- Knowing how to make job fairs work for you
- Improve your networking skills
- Establishing personal and business references
- Know how to properly dress for success (for an interview)
- Know how to conduct informational interviews
- Knowing how to properly mentor others
- Knowing the proper way to job shadow someone
- Properly identify a mentor to assist you with your career transition
- Recruiter labels to mail out during job search

Entrepreneurial Seminars Needs Assessment: Select the following seminars that you would like Be Blessed Career Consulting Inc. to bring to your location:

- Goal Setting: What Will Success Look Like for Your Business?
- How to Form a 501(c)3
- How to Write an Effective Business Plan and Develop Company Financials
- How to Select a Business Entity and Register Your Company Name with the State
- How to Apply for State Grants
- Public Relations 101: How to Get Your Business Heard By the Media
- How to Discover Your Purpose in Business
- Legal Matters: How to Protect Your Business Assets
- Effective Business Networking: How to Make Key Contacts
- Image is Everything: Promotional Tools for New Businesses
- Hear From the IRS: Common Mistakes People Make with Their Business and How Not to Make Them
- What Banks Look For in Business Plan Submissions
- How to Advertise Your Business and Get Corporate Sponsorships
- Online Advertising: Inexpensive Ways to Grow Your Business (Web site Development)

Select the top 5 character qualities you would like covered with participants in the upcoming seminar:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Availability | <input type="checkbox"/> Excellence | <input type="checkbox"/> Boldness |
| <input type="checkbox"/> Endurance | <input type="checkbox"/> Decisiveness | <input type="checkbox"/> Faith |
| <input type="checkbox"/> Discernment | <input type="checkbox"/> Orderliness | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Patience | <input type="checkbox"/> Dependability | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Diligence | <input type="checkbox"/> Resourcefulness | <input type="checkbox"/> Self Control |

Do you have the following equipment at your location that can be used for the seminars?

- | | | |
|------------------------|------------------------------|-----------------------------|
| Computer / Laptop | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Screen | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Overhead Projector | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Podium | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Copy Machine | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Microphone | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sound System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tables | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chairs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Overhead Machine | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Access to the Internet | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What types of seminars have been conducted at your location in the past?

What is your vision of a successful seminar?

TRAVEL ARRANGEMENTS

- We will be able to provide air travel for speaker and her assistant
- We will be able to provide air travel for speaker only
- We will provide mileage expenses for \$0.30 per mile (must be under 300 miles from Detroit)

ACCOMODATIONS

- Arrangements have been made for speaker and her assistant as houseguests
- Arrangements have been made for speaker only as a houseguest
- Arrangements have been made for speaker and her assistant at a hotel
- Arrangements have been made for speaker only at a hotel (single room)
- Arrangements have been made for speaker only at a hotel (double room)

Hotel Name: _____

Location: _____

Hotel Phone: _____ Hotel Fax: _____

Special request: Speaker would like: a non-smoking room desk phone data line VCR
How will meals be covered? _____

FINANCIAL INFORMATION

- We usually give honorariums to guest speakers. (Optional) Average or tentative amount: \$ _____
- We usually give honorariums and take up a love offering
- We plan to finance the event through (check all that apply):
 - Money in our budget
 - Registration Fees
 - Donations
 - Other: _____

ADDITIONAL INFORMATION

Do you need any additional information from the speaker? (Please indicate quantity)

- Profile _____
- Photograph _____
- Business Logo _____
- Client List _____

A limited number of private consultations can be arranged by appointment before/ after the speaking engagement as time permits at a generously discounted rate for conference and seminar attendees. Please advise if there are those who you would like to recommend for this service prior to others signing up.

Please supply the following:

- ◆ Information about the organization history, profile, leadership, vision, membership, etc.
- ◆ Information about the planned event (brochure, flyer, advertisements, program, etc.)

Signature: _____ **Date:** _____

Please complete and return within 72 hours of receipt. Thank You!