

# Confirmation Form - Mikki Williams Unltd.

I am pleased to be addressing your organization and look forward to meeting you and wish to do everything possible to see that it is a pleasant, educational, and entertaining experience. For my information and guidance, I would appreciate the significant details of our arrangements:

Organization name: \_\_\_\_\_ Type of meeting \_\_\_\_\_

Location of meeting: \_\_\_\_\_

Reservations have been made for me at: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

I will be met at the airport by: \_\_\_\_\_

Upon arrival, please contact: \_\_\_\_\_ Office Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

I will be introduced by: (Name) \_\_\_\_\_ Phone \_\_\_\_\_

Music will be coordinated by: Name \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal time will be: (Day and Time) \_\_\_\_\_

With: (Name) \_\_\_\_\_

Products will be sold by: (Name) \_\_\_\_\_ Phone: \_\_\_\_\_

Audio-Visual contact: (Name) \_\_\_\_\_ Phone: \_\_\_\_\_

My speech will begin at: \_\_\_\_\_ and will last until: \_\_\_\_\_

I should be able to leave at: \_\_\_\_\_

If there are people who wish to hear me, would it be possible to send them an invitation?  
(yes or no) \_\_\_\_\_

Other events to which I am invited (Please specify if there is a theme or what the appropriate dress is):

Reception Where: \_\_\_\_\_ When: \_\_\_\_\_

Other Where: \_\_\_\_\_ When: \_\_\_\_\_

Please send three copies of event brochure along with other company or meeting information