



Guidelines for Submitting a Speaking Request for FLORINE MARK

Thank you for your interest in requesting Florine Mark to speak at your event.

Florine Mark receives several speaking invitations each day. To ensure that your request is given full consideration, please follow guidelines and provide all information as instructed.

Timeliness of Request

Please submit your request as far ahead of time as possible. We suggest all requests be submitted at least eight weeks prior to the event.

Consideration of Request

When reviewing your request, the following areas will be considered:

- Topic
- Number of Attendees
- Travel time, location, and time of presentation
- Speaker's Fee

Overnight Accommodations

If overnight accommodations are necessary, the WW Group will contact you for additional information and assistance.

Material Requests:

- Agenda (final copy or draft)
- Background/Outline of the program, purpose and other guest speakers
- Brochure, website or other background material on your organization
- Final copy (or draft) of press releases
- Map/Directions to the facility
- Convenient parking space and complimentary parking pass

Florine Mark
President and CEO of the WW Group, Inc.

Requester's Information

Name and Title: _____

Organization: _____

Street Address _____

City, State, Zip code: _____

Telephone: _____

E-Mail: _____

Referred By: _____

Event Information

Date of the Event: _____, **Time of Event:** _____

Location/Complete Address: _____

Title of Event: _____

Type of Presentation (keynote, opening, etc.): _____

What time exact time will Florine speak? _____

Length of Presentation: _____

Topic: _____

Anticipated Audience (physicians, public, business women, etc.): _____

Anticipated Audience Size: _____

List All Participating Speakers: _____

Additional Information (check all that apply):

- Media Coverage is Expected_____
- Pictures will be taken during the event_____
- Florine Mark's biographical statement is need prior to event_____
- Date Request Submitted: _____

Submit the completed form and any documents to:

Laurie Poma
Media Relations Specialist
WW Group, Inc.
28555 Orchard Lake Rd
Farmington Hills, MI 48333

Phone: 248-479-1362

Fax: 248-553-0205