**EVENT REQUEST FORM**

***Please complete the below form and send it back to our office in WORD format.***

***Please do not send the completed form back as a PDF***

# Organization and Contact Information

**Below is the information we need to present this invitation to Former Prime Minister Boris Johnson. If you have any questions please let me know. Please be sure to answer the following questions in full, as all of the information is essential before the Speaker can consider this invitation.**

### **Name of Organization:**

**Full name of Organization as it should appear as Signing Party on formal Contract (if invited Speaker accepts this Offer)?**

**Name of person completing this Offer Form:**

**Title:**

**Address:**

**Email:**

**Phone:**

**Fax:**

**Cell phone:**

**Name and Title of person who will be signing the Contract if Speaker can accept Offer:**

**Phone number for that person:**

**Email address for that person:**

**Name and Title of person who will be handling Invoices/Payments on this Contract if Speaker can accept Offer:**

**Phone number for that person:**

**Email address for that person:**

**Please note if the Organization is a production /meeting planning /event management company (or related):**

# Date and Location

## Proposed Date(s):

**Alternate Date(s):**

**Is there a deadline by which you need an answer on this offer?**

## Event Venue:

## City and State of Engagement:

# Fee and Expenses

**The standard honorarium is $350,000 USD.**

**In addition, the Sponsor will be responsible for the following expenses:**

* **A chartered roundtrip private jet (eg. 7 passenger jet or larger) which will be arranged by the Speaker’s office directly and must be paid in advance of the event.**
* **Air Transportation: The host will need to pay for first-class airfare to and from the event city for up to two (2) staff members. This airfare may include an international trip from the United Kingdom.**
* **Accommodations: The host is responsible for hotel accommodations at a hotel identified by Speaker’s staff. Accommodations should include a presidential suite for Speaker and up to three (3) contiguous single rooms, including two (2) for the travel aides and (1) room for advance staff, who may arrive up to three business days in advance of the event.**
* **Ground Transportation, Meals and Incidentals: The host is responsible for all ground transportation for the Speaker and up to three (3) staff members, including travel aides (2) and advance staff (1) in their place of origin and while they are in the city of the engagement, as well as meals and incidental expenses during their stay.**

**Please confirm the above travel expenses are being offered:**

**Please detail specifically how the fee and travel expenses are being funded:**

***\* Please note: Should the Speaker accept this invitation, the fee will need to be paid directly from the contracting organization's account.***

# Organization Description and Background

**History and/or background of organization:**

**Website of organization:**

**REQUIRED:**

* **Who is the CEO(s) and leadership (ie: Chairman of the Board, President, and/or Founder) of your company?**
* **Where is your company headquartered? Please list the exact address.**
* **What is the formal name of your organization?  Or what is your official name that you typically do your banking under?  Does your organization have any acronyms or other names that it is known by?**
* **Are there any other subsidiaries of your company?  If yes, please list them.**
* **Is the CEO(s) of your company either CEO(s) or President of any other organizations?**
* **What is your Federal Employer Identification Number (FEIN) or your country’s equivalent?**

# Additional Event Sponsors

**Sponsors include any organizations or individuals who will receive special consideration at the event in return for a fee or for offering their services in return for special recognition.  Sponsors can include, but are not limited to corporations, individuals, members of your organization, or governmental entities or organizations.**

**Please list the following information for any Sponsors that you are proposing to be associated with the Speaker’s Session. All Sponsors associated with the Speaker’s session must be approved in advance.**

**Sponsor Name:**

**Website:**

**What they are receiving in return for their sponsorship:**

**Please provide a list of all current event sponsors, including those not associated with the Speaker’s Session:**

# Event Description

## Title and Description of event:

**Event website:**

**How many years has this event been in existence?**

**Are there any other Speakers invited to speak at this event?**

**Anticipated number of in-person attendees at overall event:**

**Anticipated number of in-person attendees at Speaker’s session:**

**Are you offering prospective attendees the option to attend virtually, or is attendance at your event 100% in-person:**

**IF YES:**

* **What is the anticipated number of virtual attendees that will have access to your event/Speaker’s session:**
* **Do you have a pre-contracted or preferred vendor or platform for transmission of the event?**
* **Are you able to cap/limit the number of virtual attendees that will have access to your event/Speaker’s session?**
* **How will access to your event be determined and monitored? (ie. registration and unique login):**

**Description of attendees:**

**Is the event open to the public?**

**Will the event be publicly advertised? If yes, where? (Please note the following media are not allowed for ads: tv, radio, billboard)**

**Will tickets be sold to the event?**

**Are there any past speakers of note who have participated in this event?**

**Attire (business, casual, etc.):**

**Requested person to introduce the Speaker at the event (if known)?**

**News Media and Taping**

**NEWS MEDIA:**

**The final determination as to whether the Speaker’s on-stage presentation will be open or closed to the news-media will be at the final discretion of the Speaker’s office. Any additional activities associated with the Speaker’s participation in the event must be closed to the news-media. Also, the Speaker will be unable to consider any interview requests associated with the Event.**

**Please outline whether you would like to request that the Speaker’s Presentation be open to the news media, including an outline of your basic press-plan:**

* **Are there any members of the news media attending your event virtually?**

**Please specify if any other on-stage presentations during your event are open to the news media:**

**PHOTOGRAPHY:**

**You are permitted to have your private, in-house photographer onsite at the Event to take photos during the first five (5) minutes of the Speaker’s remarks.  Photographs cannot be used or distributed without the Speaker’s prior written permission.**

**Following the Event, you may submit a draft press release for approval. The release may include 1-2 photos of the Speaker at your Event.  The release MUST be approved in advance by the Speaker’s office via the Agency before it can be distributed in any way.**

**TAPING/RECORDING:**

**The Speaker’s on-stage presentation may be recorded for archival purposes only, and may not be distributed on any websites or media, internally or externally without approval from the Speaker’s office. Any use of the video footage must be approved by the Speaker. Any VIP components may not be taped or recorded.**

**Please indicate that you have reviewed this section and agree with the above:**

**If you have any questions or notes regarding news-media participation, recording or photography that you would like to add to your invitation:**

**Marketing and Promotions**

**Once the Speaker accepts your invitation, HWA will provide you and your staff with an approved photo and bio for use in your materials.**

**All marketing and promotions including invitations, emails, websites, etc. related to the Speaker’s participation in the event, must be pre-approved by the Speaker’s office and cannot be released until you have received approval for each piece by HWA.**

**Please outline how you will be marketing this program, how you will be inviting people and include a general promotions timeline.**

**Detailed Itinerary**

**In the box below, please provide specific times for each of the Speaker’s required responsibilities while at the event and the number and description of attendees.  Please note that the format is detailed below:**

**The Speaker will participate in a 60-minute onstage program to include Remarks (15-minutes) and a Moderated Q&A Conversation (45-minutes). In addition to the onstage program, he will participate in a 45-minute VIP Component. There are two options for the VIP component, please confirm your selection below:**

* **Photoline with 50 photos and up to 100 people**
* **Mix and Mingle Reception with 100 people**

**Please note, all individuals for the VIP component must be submitted for approval in advance of being invited to participate.**

|  |  |
| --- | --- |
| **Start & End Time** | **Description** |
|  | Moderated Q&A Conversation (60 minutes as detailed below) |
|  | Please confirm which of the above additional event components you would like to move forward with: |

**The below terms are Mr. Johnson’s standard terms for all engagements:**

**REMARKS**

* **Mr. Johnson will deliver approximately 15-minutes of remarks from a podium.**

**MODERATED Q&A**

* **Following the conclusion of the remarks, Mr. Johnson and the moderator will move to two armed and backed chairs for a 45-minute Q&A Conversation.**
* **The Speaker’s office will need advance notice of the proposed moderators or introducers and they will have final approval of any individuals proposed. Please do not make any invitations or confirm any introducer and/or moderator without prior approval.**
* **For consistency, we ask that all questions be posed to Mr. Johnson by the moderator.**

**COVID-19 Safety Protocols**

**The host must adhere to any government-issued COVID-19 safety mandates in place for the location and date of the event. Do you plan to require additional COVID-19 protocols for your event beyond the official local mandates in place at the time of the event? :**

**Additional Information**

**Please provide any additional information that you believe is necessary and that will better help us secure the Speaker to attend your event.**

**By completing this Event Request Form, you understand and**

**agree to the following terms:**

**If Speaker accepts this offer, your organization will be required to:**

**-  Proceed immediately to and sign an appearance agreement.**

**- Pay a 50% deposit within 7 business days.**

**- Pay the 50% remaining balance four (4) weeks prior to the event date.**

**- Pay the airfare and additional expenses, if applicable, prior to event date**