

Reservation Form
COMPLETE & RETURN TO DrPatMcCormack@aol.com

Name/Position	
Organization	
Street Address	
City,State,Zip Code	
Daytime Phone	
Evening Phone	
CELL Phone	
FAX Contact	
E-Mail Address	
Meeting Site (if it is different from the above information)	

CALCULATE TRAVEL EXPENSES

EXPENSES		COST	TOTAL COST
CAR TRAVEL <i>(less than 100 miles)</i>	<ul style="list-style-type: none"> • Mileage roundtrip ____ miles @ 50¢ • Travel Meal = \$15 	\$ _____ \$ _____	\$
CAR TRAVEL <i>(100 to 400 Miles)</i>	<ul style="list-style-type: none"> • Mileage roundtrip ____ miles @ 50 • Two-way Travel Meals = \$30 • Meals during stay ____ days @ \$30 • Lodging <i>(Arrange a convent @ \$30 per day or hotel/motel costs)</i> _____	\$ _____ \$ _____ \$ _____ \$ _____	
LONG DISTANCE TRAVEL PLANE or TRAIN Name the destination airport or Amtrak train station: _____ Estimate the time to travel from terminal to site? _____ hour(s)	<ul style="list-style-type: none"> • Airfare or Train Fare _____ • Baggage Fees (if applicable) • Terminal-Home Shuttle \$70 or airport parking @ \$12 per day • Car rental or provide transportation • Two-way Travel Meals = \$30 • Meals during stay ____ days @ \$30 • Lodging <i>(Arrange a convent @ \$30 per day or hotel/motel costs)</i>	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	

Number of Schools/Parishes/Organizations that will participate: _____

Does your site have an LCD Projector available for use? YES _____ NO _____

Will you videotape the presentation? YES _____ NO _____

**CONTINUE ON THE NEXT PAGE
SPEAKER FEE**

If the SPEAKER FEE presents a financial hardship,
please suggest a workable adjustment.

Date	Time Start & Finish	Audience	Topic(s) ***Refer to www.ParentTeacherSupport.org	Fee

Adult Presentations

Single Organization

(School, Parish, Association of Principals/DREs, PTAs, Catechists, Clubs)

<i>Parent Presentation (2 hours or less)</i>	\$300
Base Fee (3 hours or less)	\$350
Each additional hour or part of an hour	\$100

Cluster Gathering (2 to 5 Schools/Parishes Combined)

Base Fee (3 hours or less)	\$500
Each additional hour or part of an hour	\$100

Region Gathering (6 or more Schools/Parishes Combined)

Base Fee (3 hours or less)	\$700
Each additional hour or part of an hour	\$100

Diocesan-Wide Gathering (Institute, Congress, Convention)

Break Out Session (1 hour or less)	\$300
Keynote Single Session (1 hour or less)	\$500
Half Day (Less than 3 hours)	\$1000
Full Day (More than 3 hours)	\$1500



Student Retreat or Assembly

(Available to Middle School, High School, and/or Confirmation Class)

Half Day (Less than 3 hours)	\$350
Full Day (More than 3 hours)	\$500



Student Visits

(\$100 initial hour and \$50 for each additional hour or part of an hour)

*Student visits are available to schools who also schedule a presentation
for parents and/or teachers.*

Kindergarten (15 minutes), Grades 1&2 (20 minutes); Grades 3&4 (30 minutes);
Grades 5&6 (45 minutes); Grades 7&8 (60 minutes); High School (45 -60 minutes).