



## Speaker Request Form

Date of request: \_\_\_\_\_

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Requested topic(s): \_\_\_\_\_

Presentation location: \_\_\_\_\_

Date of presentation: \_\_\_\_\_ Time of presentation: \_\_\_\_\_

Length of presentation: \_\_\_\_\_ Audience size: \_\_\_\_\_

Brief description of organization/audience: \_\_\_\_\_

\_\_\_\_\_

Description of seating/room arrangement (podium, head table, etc.) \_\_\_\_\_

\_\_\_\_\_

Is a sound system available?  Yes  No

Can you accommodate a slideshow presentation?  Yes  No

Other information (lunch included, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return completed form by [email](#) or in person to the Marketing office.**

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Speaker scheduled: \_\_\_\_\_

Confirmed with organization  Confirmed with speaker  Evaluation forms out

Thank you to organization  Thank you to speaker