**For Meeting Planners - Speaker Request Form**

Contact information of person requesting a speaker:

First Name:

Last Name:

Organization:

Primary Phone:

Alternate Phone:

Email:

Address:

City: State: Zip: Country:

Event information:

Event Name:

Organization Hosting Event:

Organization Website:

Type/Background of Organization:

Event Sponsor:

Event Date Requested:

(If multiple dates or flexible dates, please enter one date here and provide details in the comments at the bottom of this form.)

Event Start/End Time:

Speaker Start/End Time: Q&A Included? Yes: No:

Event Venue:

Building or Room:

Event Address:

City: State: Zip:

Country:

Event Type:

Topic Requested (if known):

Length of Presentation:

 2-3-Hour Presentation Lunch & Learn Breakfast Session

 Dinner Session Other, Please specify below

Expected Audience Size:

Audience Description/Demographics:

Number of Presentations:

Other Scheduled Presenters:

Event Open to Press? If yes, please provide details:

Event to be broadcast? If yes, please provide details:

Speaker bio needed? Speaker photo needed?

Indicate Equipment Available:

 Lavalier or Lapel Microphone LCD Projector & Screen

 Hand-held Microphone Room can be darkened

 Public Address System Demonstration table

 6’ Table & Two Chairs

Any other information that may help to clarify your request:

Is this event, or any part of the event, a fundraiser? Yes No