



## Speaking Engagement Request Form

### Organization Info

Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Web Address: \_\_\_\_\_

### Event Info

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Is the date Flexible? \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Time of Event (EST, CST, MST, PST, other): \_\_\_\_\_ Time he needs to be at the event: \_\_\_\_\_  
Estimated number in attendance: \_\_\_\_\_  
Allotted time requesting to speak: \_\_\_\_\_  
Topic you would like him to speak on if any? \_\_\_\_\_  
Attire for Event (formal, business casual etc..) \_\_\_\_\_  
Will you be providing transportation for this event? Yes or No

### Media Info

Will the event be advertised? Yes or No  
Type of advertisement: Radio TV Print Flyers Social Media  
Will there be a media table available to sell product? Yes or No  
Will there be volunteers to work media table after event? Yes or No  
Will there be audio and video of the event? Yes or No  
Will there be copies available? Yes or No  
Any Special Instructions: