



## SPEAKER REQUEST FORM

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Title : \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### ABOUT YOUR EVENT

Event Title/Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ Presentation Time: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_

Length of presentation requested: \_\_\_\_\_

Location Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parking details for speaker: \_\_\_\_\_

#### Available Technology

- |   |  |
|---|--|
| <input type="checkbox"/> Computer with PowerPoint | <input type="checkbox"/> Microphone                      |
| <input type="checkbox"/> Internet Access          | <input type="checkbox"/> Board or Flip Chart for Writing |
| <input type="checkbox"/> Projector & Screen       | <input type="checkbox"/> Other _____                     |

#### Audience Description:

\_\_\_\_\_

Please provide any additional details about your event:

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#### For RJEC Use Only

Speaker Assigned \_\_\_\_\_ Date event confirmed with Organization \_\_\_\_\_

Email confirmation sent on: \_\_\_\_\_