



3764 Pearl Rd. Suite #200 • Cleveland, OH 44109 • (216) 417-0823 • www.rjecempower.org

## 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:

\_\_\_\_\_

Will there be an honorarium? YES \_\_\_\_\_ NO \_\_\_\_\_

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***For RJEC Use Only***

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

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