

Request for SBA Presenter, Speaker, and/or an SBA-Staffed Information Table

Members of the SBA staff frequently conduct presentations to the public, small business groups, chambers of commerce, schools, colleges, and other groups on SBA's programs, resources, and other small business related topics.

Presentations may take anywhere between 20 minutes to two hours or more depending upon your desired subject matter. In addition to the presentation, each of the attendees in your group will be supplied free, informative small business material.

Services are free of charge.

Please be certain to include in your request, the following information:

- Name, telephone number, and e-mail address of requestor
- Name of event
- Name of group
- Address of event
- Desired topic of SBA presenter
- Time allotted to SBA presenter
- Number of attendees
- Description of attendees (i.e., persons in business; persons thinking about starting a small business; specific backgrounds/industry; and any other pertinent information)
- Is a projection screen and an electrical outlet available at event location?

Requests should be made at least four weeks in advance of your projected event. Please e-mail your request to [Maureen Brinkley](#) or telephone (314) 539-6600, ext. 252.