

SPEAKER REQUEST FORM

I. Sponsoring organization(s): _____
Point of contact (Name, telephone number, email address) _____

II. Meeting/Event:

Date: _____ Start Time: _____ End Time: _____

Place (city): _____ Venue: _____

If location is outside Hillsborough County, directions to the meeting place from MacDill Air Force Base:

III. Speech:

Subject desired _____ Time to be allowed _____

Will there be a question & answer period after speech? _____

IV. Details of the program:

Other speakers (please list in order of appearance)

Speaker Subject & Length of speech

V. Audience:

Estimated size: _____

Composition of audience: (businessmen, teachers, general public, etc.) _____

VI. Publicity:

Will the meeting be open to the media? _____ Will the speech be broadcast? _____

Will the speech be taped, filmed or otherwise recorded? _____

VII. Equipment:

Audio/Visual equipment available at the event site:

- Laptop
- Projector
- Screen
- TV/Monitor
- PA system

VIII. Miscellaneous

Give any other significant information which may be helpful in the selection of an appropriate speaker.