

DEPARTMENT OF VETERANS AFFAIRS
Southeast Louisiana Veterans Health Care System
P.O. Box 61011
New Orleans LA 70161-1011



Community and Public Relation Office
Speaker Request Form

Please return completed request form to karen.collins2@va.gov
or via fax to 504-565-4861. Questions? Call 504-565-4988.

Today's date:

Name of requestor:
Group/Organization name:
Contact phone number:
Contact email address:

Requested date/time:
Proposed length of presentation:
Approximate audience size:
Dress code if any:

What topic(s) would you like VA to focus on?

Will there be any other speakers and what will they focus on?

Where will meeting take place/location?

If needed, can the requestor provide audio/visual equipment (check all that apply):

Screen Slide Projector Overhead Projector Other

Who from VA is being requested to speak?

Description of group/organization:

Purpose of meeting:

Key persons attending: