



# Speaker Request Form

Please complete as much information as you have about your event and speaker requirements and e-mail it to [press@project375.org](mailto:press@project375.org)

## Contact Information

Sponsoring Organization: \_\_\_\_\_

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

Contact Position: \_\_\_\_\_

Contact Phone/Fax Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Website URL: \_\_\_\_\_

## Please Describe Your Event

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

What is the Theme/Purpose of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Speaker (if you are interested in a particular speaker): \_\_\_\_\_

Proposed Topic(s): \_\_\_\_\_

Time of Speaker's Presentation: \_\_\_\_\_

Please submit this request to:

**Project 375**

[press@project375.org](mailto:press@project375.org)



Speaker Budget?  YES  NO if yes, Amount: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_

Presentation Format (panel, speech, roundtable, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Audience Composition

Approximate Size of Audience Expected: \_\_\_\_\_

Who is the event directed to? \_\_\_\_\_

\_\_\_\_\_

Will this event be videotaped? \_\_\_\_\_

### Written Materials/Biography

Due Date for Written Materials & Biography: \_\_\_\_\_

E-mail address where written materials & biography can be sent: \_\_\_\_\_

\_\_\_\_\_

### Audio/Visual Equipment

If audio/visual is used, is the sponsor capable of making arrangements? \_\_\_\_\_

Due Date for Submission: \_\_\_\_\_

Contact Person for audio/visual arrangements: \_\_\_\_\_

Please provide any needed information on directions, how early the speaker should arrive before the presentation, where to report upon arrival, etc.

\_\_\_\_\_

\_\_\_\_\_

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