

REQUEST FOR SPEAKER

Date of engagement _____ Time _____

Name of requested speaker

1st Choice _____

2nd Choice _____

Name or organization/school making the request

Address of requesting organization

Contact person _____

Title _____

Telephone numbers W _____ H _____ C _____

E-mail _____ Fax _____

Program venue _____

Topic of speech _____

Audience (age level) _____

Estimated size of audience _____

Is this program open to the public? _____ Is this program a fundraiser? _____

Budget for speaker _____

Additional information

Signature _____ Date _____