

## **Speaker Request Form**

This form should be completed if you desire to have someone come and speak at your event. It should be submitted at least 14-21 days in advance of the event.

**Name of organizer:**

**Group organizing event:**

**Contact Email:**

**Contact Telephone number:**

### **Event Details**

**Title of event:**

**Date of event:**

**Venue/Location of event:**

**Expected number of attendees:**

**Will the event be...?**

- member only
- invitation/ticket only event  
Paid/Unpaid Event
- open to the general public

### **About the event**

Please provide a short description of the event (i.e, topic, theme, workshop, panel etc.)