

Request for Speaking Engagement/Speaker's Bureau

The Community Relations Office must receive this completed form before your request can be considered for approval. Please answer all questions as completely as possible.

NAME OF GROUP/ORGANIZATION_____

PERSON TO CONTACT FOR ADDITIONAL INFORMATION_____

MAILING ADDRESS_____

TELEPHONE NUMBER_____ FAX NUMBER_____

TYPE OF EVENT_____ DATE_____ TIME_____

PLACE OF EVENT (Attach map/directions):_____

TOPIC OF SPEECH_____ LENGTH OF SPEECH_____

(Matters of national/foreign policy, U.S. military presence in foreign countries, or the use of weapons systems cannot be accepted.)

ARE MEMBERS OF ANY RACIAL/ETHNIC GROUP EXCLUDED?_____

EXPECTED ATTENDANCE_____ WILL ADMISSION BE CHARGED?_____

TYPE OF AUDIENCE? (Professional, Teachers, Business Leaders, Students, etc.)_____

IS EVENT POLITICALLY AFFILIATED?_____

WILL NEWS MEDIA BE INVITED TO COVER EVENT?_____

WILL THE SPEECH BE TAPED, FILMED, OR OTHERWISE RECORDED?_____

IF NEEDED, WILL YOU PROVIDE:

SLIDE PROJECTOR_____ MOVIE PROJECTOR_____ SCREEN_____

DO YOU REQUIRE PHOTOGRAPH OF SPEAKER AND/OR BIO?_____

WILL TRANSPORTATION FOR SPEAKER BE PROVIDED, AT NO COST TO THE GOVERNMENT, IF NECESSARY?_____ MILES FROM FORT LEONARD WOOD?_____

WILL MEALS/LODGING BE PROVIDED, AT NO COST TO THE GOVERNMENT, FOR SPEAKER AND ACCOMPANYING PERSONNEL, IF REQUIRED?_____

SPEAKER WILL BE MET BY_____ PHONE:_____

SIGNATURE_____

DATE OF REQUEST_____