



2016 Speaker Request Form

Please complete one form for each speaker request and email to outreach@txgives.org. Forms are due two weeks prior to event. If you need to cancel or reschedule your event, please contact the confirmed charity speakers immediately as well as campaign headquarters.

Date of Request: _____ Coordinator: _____
Department: _____
Phone: (____) _____ Email: _____

Federal Agency: _____

Address of meeting location: _____

City: _____ State: _____ Zip: _____

Day of Contact: _____ Phone: (____) _____

Cell: (____) _____ Email: _____

Event Date: _____

Total number of speakers requested: _____

Event Time: _____ AM / PM

Audience Size (attendees expected): _____

Event Length: _____ (minutes)

Requested Charity: _____

Speaker Presentation Length: _____ (each/minutes)

Requested Charity: _____

Speaker arrival time: _____ /

Requested Charity: _____

Event Type: _____

Discussion Topic: _____

Table for Materials: Yes ___ No ___

Are alternates acceptable: Yes ___ No ___

Additional information: (i.e. parking, security or entrance instructions)

