



Museum of Nature and Science

# SPEAKER REQUEST FORM

DATE OF REQUEST: \_\_\_ / \_\_\_ / \_\_\_

(Please submit your speaker request at least 2 months prior to the event.)

## REQUESTOR INFORMATION

Organization name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

## EVENT INFORMATION

Name of event: \_\_\_\_\_

Time of event (start and end): \_\_\_\_\_

Speaker requested to attend entire event? **YES** **NO** Arrival time requested: \_\_\_\_\_

Location of event: \_\_\_\_\_

Brief description/purpose of event: \_\_\_\_\_

Brief description of audience: \_\_\_\_\_

## PRIOR TO EVENT

Send agenda, number of attendees, table seating assignments, etc. to Raisa Ramos-Rosado on week prior to the event.

## SPEAKER REQUEST

What is the topic? Are there any themes or key messages the speaker should include in his/her speech?

\_\_\_\_\_  
\_\_\_\_\_

How long should the speaker present? \_\_\_\_\_

What time will he/she speak? \_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL INFORMATION:

**YES** **NO**

Do you need a biographical introduction and/or photographs? \_\_\_\_\_

Is the event open to the public? \_\_\_\_\_

Is the media invited? \_\_\_\_\_

Are there additional speakers on the agenda? \_\_\_\_\_

Will there be a Q&A session? \_\_\_\_\_

Will the speech include a presentation (powerpoint)? \_\_\_\_\_

Will a projector and screen be provided? \_\_\_\_\_

Will a laptop be provided? \_\_\_\_\_

Please save this document and submit request to Raisa Ramos-Rosado at **raisa.ramosrosado@perotmuseum.org** or fax to **214.756.5892**.

Availability of guest speaker will be confirmed. Please submit request no later than two months prior to event.