



Speaker Request Sheet

Complete what you know and email to Nancy

Name of group:

Event:

Location:

Date and time:

How long will I speak?

Call I sell books?

Yes No Not sure

If yes, will there be someone to assist with book sales?

Yes No Not sure

Virtual or in person?

Virtual In Person

How many attendees do you expect?

What is your budget range?

Name of contact:

Phone number:

Email:

Potential topic(s):



For confirmed presentations:

If In Person:

Contact person at venue:

Address:

Room location:

Parking Information:

If Audio/Visual is Needed: Yes No

What type of internet connection is available? (HDM1, Wireless, etc.)?

How is the sound controlled?

Will the presenter need to download any software? Yes No

If yes, what?

If Virtual:

Presentation Program (E.G. Zoom, Web-ex, Microsoft Teams, etc.):

Link for connection:

Other Comments: