



# TEXAS ALCOHOLIC BEVERAGE COMMISSION

*Texans Helping Businesses & Protecting Communities*

**Kevin J. Lilly**  
*Presiding Officer – Houston*

**Ida Clement Steen**  
*Member – San Antonio*

**Jason E. Boatright**  
*Member – Dallas*

**A. Bentley Nettles**  
*Executive Director*

## TABC ENGAGEMENT REQUEST FORM

Please provide all known information.

Submit this form to [Stakeholder@tabc.texas.gov](mailto:Stakeholder@tabc.texas.gov) by clicking the “Submit Form” button.

You may need to download and save this document to your computer to submit.

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Tier Affiliation (manufacturer, distributor, retailer): \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event (conference, tradeshow, board meeting, etc.): \_\_\_\_\_

TABC Participation Desired (speech, panel, booth, etc.): \_\_\_\_\_

TABC Representative Desired (commissioner, executive director, subject matter experts, etc.): \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Social Media Handles: \_\_\_\_\_

Event Social Media Hashtags: \_\_\_\_\_

### IF REQUESTING A SPEAKER

Start Time of Speech/Panel: \_\_\_\_\_

Desired Length (10 minutes, 20, 30, etc.): \_\_\_\_\_

Speaking Topic(s): \_\_\_\_\_

Presentation Setup & Aides (stage, podium, microphone, PowerPoint presentation capability, etc.): \_\_\_\_\_

Expected Audience Questions/Issues: \_\_\_\_\_

What Other Speakers Are Participating & In What Order: \_\_\_\_\_

### IF REQUESTING A BOOTH

Booth Space Being Provided to TABC: YES NO

Booth Operation Date(s)/Time(s): \_\_\_\_\_

Booth Set-Up Date(s)/Time(s): \_\_\_\_\_

Booth Breakdown Date(s)/Time(s): \_\_\_\_\_

Booth Size: \_\_\_\_\_

Included with Booth (table, chairs, electrical outlet access, internet connectivity, etc.): \_\_\_\_\_

\_\_\_\_\_

**ANY OTHER IMPORTANT INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

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