



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 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: _____
