

Speaker/Event Request Form

Complete as much information as you have about your event and speaker requirements. Please submit requests at least **four** weeks prior to the event. Once completed email the request to: pio@ots.ca.gov

Date: _____

Your Organization:

Sponsoring Organization _____ Type of Organization _____

Contact Name _____ Contact Phone _____

Contact E-mail _____ Website _____

Your Program:

Date of Program _____ Time of Program _____

Name of Program _____

Theme/Purpose of the Program _____

Location of Program _____

Proposed Topic _____

Requested Speaker (if you are interested in a particular speaker) _____

Presentation Format (panel, speech, roundtable, tabling, etc.) _____ Length of Speaker's Presentation _____

Your Audience Composition:

Size of audience _____ Audience Composition (consumers, stakeholders, employers, other) _____

Languages needs? _____

Please attach an agenda for your event.