

Office of the President Palo Alto College

Speaking Request

Name of Event

Date of Event:

Location of Event

Type of Request: *(check all that apply)*

Attend

Keynote

Presentation

Speak

Panel

Other:

Invited

Roundtable

Topic:

Overview and Purpose of Event:

Speaking Request

Audience Description:

Expected Audience Size:

(i.e. Community Group, Educators, Students (K-12))

Speech Length:

Start Time - End Time

Focus areas to include if providing remarks:

Talking Points:

Point a, point b, point c

Background Information

Other Guests Attending:

Provide important information about the program/department/organization.

(i.e., other speakers, elected officials)

Form Completed by:

Requestor Name:

Requestor Title:

Phone:

Email:

Date:

Event (on-site) Contact:

Name:

Phone:

Email:

Event Logistics Information

Attire:

Assigned Seating?

Will this be recorded?

Yes

No

Yes

No

if other, please specify:

Parking details:

(i.e. self, valet, garage, location)

