**Event Speaker Request Form**

Please complete and return this form a minimum of ten (10) business days before the event/meeting to: census2020events@census.ca.gov.

*Include attachments if necessary.*

**Event Date(s): Event Time:**

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| **Contact Information** |
| **Contact Name and Title** |  | **Organization** |  |
| **Phone Number** |  | **Email** |  |
| **Event Requestor** (If different from the above contact) |  |
| **Brief description of organization** |  |
| **Type of Event** |
| **Scheduled Event** [ ]  **Meeting** [ ]   |
| **Speaker Request** |
| **Name of Census Speaker(s) / Participant(s)** (Who is speaking/attending?) |  | **Check one:**  **Speaker** [ ]   **Attendee** [ ]   **Panelist** [ ]    **Other (specify):**   |
| **Who else will be speaking/presenting/panel members?** |  |
| **Length of time to speak** (Include a speaking Start/End time, if available) |  | **Q&A (highlight one):**  | Yes [ ]  No [ ]   |
| **Description of Venue****Room Set-up**(i.e. stage, podium w/ microphone, informal) |  |
| **Materials needed? (Bio, photo, written message)** |  |
| **Additional Notes / Info** |  |
| **Event Details**  |
| **Event Name / Title** |  |
| **Event Date(s)** |  |
| **Location / Address** |  |
| **Description / Purpose**(Please be specific) |  |
| **Is there an agenda or schedule?** **Yes or No**(If yes, attach if available) |  |
| **Expected Audience Number and Audience Type** |  |
| **Topics of interest to audience** |  |
| **Open Press?** |  |
| **Audio visual expectations****(Powerpoint, streaming, recording event, etc.)** |  |
| **Additional Notes** |  |

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|  ***Census Internal Use Only*** |
| **Date / Time received** |  |
| **Recommendation** |  |
| **Priority** |  | **Request Number** |  |
| **Staffing Needs**(i.e. Others participating or attending) |  |
| **Resources / Materials Needed** | **Talking Points** |  |
| **Booth / Table** |  |
| **Photography** |  |
| **PowerPoint** |  |
| **Webcast** |  |
| **Funding** |  |
| **Other / Misc** |  |
| **Calendar Conflicts** |  |
| **Additional Comments / Notes** |  |