



Event & Speaker Inquiry Form

Please request at least four weeks prior to your event. When you're done filling out the form, press submit to have your form emailed. We will contact you within 48 hours to discuss further details. Thank you!

Date: _____

Requesting Organization

Organization Name

Type of Organization

Organization Address

Organization Phone Number

Organization Website

Point of Contact

Point of Contact Email

Point of Phone Number

Event Information

Event Name

Date of Event

Event Start/End Time

Event Type (lunch, small group, etc.)

Event Address

Arrival Time (Necessary for Setup)

Indoor event

Outdoor event

Presentation Details

Requested Topic (if any)

Presentation Format (keynote, round table, etc.)

What A/V equipment is available for us to use?

Q & A? Y N

Audio? Y N **Computer?** Y N

Screen? Y N **Projector?** Y N