



Office of the City Clerk Speaker Request Form

Please fill out the form below and email it to clerk@pontiac.mi.us. Questions about completing this form should be directed to the Office of the City Clerk at (248) 758-3200.

1. General Event Information
 - a. Title and description of event:
 - b. Event sponsor(s):
 - c. Event dates:
 - d. Event location:
2. Sponsor Contact Person
 - a. Name:
 - b. Address:
 - c. Phone Number:
 - d. E-mail address:
3. Type and Topic of Presentation
4. Date, Time, and Location of Presentation
5. Number of attendees _____
6. Are you requesting Garland Doyle, Interim City Clerk, to speak at your event? ____ Yes ____ No
7. If the City Clerk cannot attend, is it ok to send an Office of the City Clerk Representative? ____ Yes ____ No
8. Can you provide a computer, projector and screen? ____ Yes ____ No
9. Additional information or expectations

Email request to: clerk@pontiac.mi.us

Request must be received at least 3 weeks prior to event. Due to limited resources, not all requests can be filled.

Thank you for your interest in the Office of the City Clerk for Pontiac, Michigan

www.pontiaccityclerk.com