



Speaking & Training Engagement Request Form

Contact Information

Name of Requester / Instructor:

Organization / School / Agency:

Email Address:

Phone Number:

Event Details

Type of Engagement:

- Speaking Engagement
- Hands-On Workshop / Demonstration

Topic Requested:

Age Range of Participants:

Estimated Number of Participants:

Preferred Date(s) or Date Range:

Length of Engagement:

- 30-60 minutes
- 1-2 hours
- Half Day
- Full Day
- Other:

Preferred Time of Day:

- Morning
- Afternoon
- Evening

Location & Setup

Event Setting:

- Indoors
- Outdoors

If Outdoors:

- Table Provided? Yes No
- Canopy Provided? Yes No

Wireless Internet Available?

- Yes
- No

Event Address / Location:

Additional Notes or Special Requests:
