|  |  |  |  |
| --- | --- | --- | --- |
| Name of organization: | | | |
| Brief description of organization: | | | |
| Contact Name: | E-mail: | | Phone: |
| Type of event (conference, training, committee or board meeting, etc.) **or** | | Type of meeting (introductions, partnership, request for information, etc.) | |
| Event location: | | | |
| Event date and time: | | | |
| Number and composition (students, staff, executives, elected officials, etc.) of attendees: | | | |
| Speaker’s role (sole presenter, part of a panel, etc.): | | | |
| Topics of interest to the audience (Census process, outreach, etc.): | | | |
| Length of presentation: | | | |
| Description of venue and room set-up (podium, stage, microphones, projector, etc.): | | | |
| Audio/visual expectations (PowerPoint, streaming or recording the event, etc.): | | | |
| Additional Information /Notes (Optional): | | | |

**Please provide a copy of the agenda for the event/meeting.**