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| 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.**