**Event Speaker Request Form**

Please complete and return this form a minimum of ten (10) business days before the event/meeting to: [census2020events@census.ca.gov](mailto:census2020events@census.ca.gov).

*Include attachments if necessary.*

**Event Date(s): Event Time:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Information** | | | | | |
| **Contact Name and Title** |  | **Organization** | |  | |
| **Phone Number** |  | **Email** | |  | |
| **Event Requestor**  (If different from the above contact) |  | | | | |
| **Brief description of organization** |  | | | | |
| **Type of Event** | | | | | |
| **Scheduled Event**  **Meeting** | | | | | |
| **Speaker Request** | | | | | |
| **Name of Census Speaker(s) / Participant(s)**  (Who is speaking/attending?) |  | | **Check one:**  **Speaker**  **Attendee**  **Panelist**    **Other (specify):** | | |
| **Who else will be speaking/presenting/panel members?** |  | | | | |
| **Length of time to speak**  (Include a speaking Start/End time, if available) |  | | **Q&A (highlight one):** | | Yes  No |
| **Description of Venue**  **Room Set-up**  (i.e. stage, podium w/ microphone, informal) |  | | | | |
| **Materials needed? (Bio, photo, written message)** |  | | | | |
| **Additional Notes / Info** |  | | | | |
| **Event Details** | | | | | |
| **Event Name / Title** |  | | | | |
| **Event Date(s)** |  | | | | |
| **Location / Address** |  | | | | |
| **Description / Purpose**  (Please be specific) |  | | | | |
| **Is there an agenda or schedule?**  **Yes or No**  (If yes, attach if available) |  | | | | |
| **Expected Audience Number and Audience Type** |  | | | | |
| **Topics of interest to audience** |  | | | | |
| **Open Press?** |  | | | | |
| **Audio visual expectations**  **(Powerpoint, streaming, recording event, etc.)** |  | | | | |
| **Additional Notes** |  | | | | |

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| ***Census Internal Use Only*** | | | | |
| **Date / Time received** |  | | | |
| **Recommendation** |  | | | |
| **Priority** |  | | **Request Number** |  |
| **Staffing Needs**  (i.e. Others participating or attending) |  | | | |
| **Resources / Materials Needed** | **Talking Points** |  | | |
| **Booth / Table** |  | | |
| **Photography** |  | | |
| **PowerPoint** |  | | |
| **Webcast** |  | | |
| **Funding** |  | | |
| **Other / Misc** |  | | |
| **Calendar Conflicts** |  | | | |
| **Additional Comments / Notes** |  | | | |