



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.

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 <input type="checkbox"/> Meeting <input type="checkbox"/> | | | |
| Speaker Request | | | |
| Name of Census Speaker(s) / Participant(s) (Who is speaking/attending?) | Check one: Speaker <input type="checkbox"/> Attendee <input type="checkbox"/> Panelist <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> |
| 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 | |

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 | | | |