



Request Form for DGS Speaker

GENERAL EVENT INFORMATION *(send web link or flyer)*

Organization Name:

Event Name:

Event Date:

Event Time (include start and end time):

Event Location (address, room, etc.):

Event Contact Person:

Contact Phone/Email:

PROGRAM INFORMATION

Please describe the DGS speaker's role at the event (e.g. lunchtime, keynote, opening remarks, ribbon cutting, etc.):

Describe room set-up:

What is the audience size and makeup?

What is the exact time the DGS representative would speak?

How much time is allotted for the DGS speaker?

What is the requested speech topic, if any?

Does DGS have permission to use footage and photos of the event?

Does the speaker get a full access pass?

Additional comments:

All items on this form must be complete before DGS Outreach can submit to management for approval to attend.

For DGS use only: **Speaker Name**

Approved: Yes No