

SPEAKER EVENT REQUEST

GSPD-19-02 (Rev. 04/2019)

ORGANIZATION INFORMATION

ORGANIZATION NAME

EVENT INFORMATION

EVENT NAME

EVENT DATE

EVENT TIME

EVENT LOCATION

EVENT ADDRESS

CITY

STATE

ZIP

CONTACT PERSON NAME

WORK PHONE

WORK EMAIL

PROGRAM INFORMATION

Is there a specific person from DGS you would like to speak at your event?

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

Describe the room set-up

What is the audience size and makeup

What is the exact time the DGS representative will 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

FOR DGS USE ONLY

SPEAKER NAME

APPROVED