



## 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			
<b>Contact Name and Title</b>		<b>Organization</b>	
<b>Phone Number</b>		<b>Email</b>	
<b>Event Requestor</b> (If different from the above contact)			
<b>Brief description of organization</b>			
Type of Event			
Scheduled Event <input type="checkbox"/> Meeting <input type="checkbox"/>			
Speaker Request			
<b>Name of Census Speaker(s) / Participant(s)</b> (Who is speaking/attending?)	<b>Check one:</b> Speaker <input type="checkbox"/> Attendee <input type="checkbox"/> Panelist <input type="checkbox"/> Other (specify): _____ _____		
<b>Who else will be speaking/presenting/panel members?</b>			
<b>Length of time to speak</b> (Include a speaking Start/End time, if available)		<b>Q&amp;A (highlight one):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Description of Venue Room Set-up</b> (i.e. stage, podium w/ microphone, informal)			
<b>Materials needed? (Bio, photo, written message)</b>			
<b>Additional Notes / Info</b>			

## Event Details

<b>Event Name / Title</b>	
<b>Event Date(s)</b>	
<b>Location / Address</b>	
<b>Description / Purpose</b> (Please be specific)	
<b>Is there an agenda or schedule?</b> <b>Yes or No</b> (If yes, attach if available)	
<b>Expected Audience Number and Audience Type</b>	
<b>Topics of interest to audience</b>	
<b>Open Press?</b>	
<b>Audio visual expectations</b> (Powerpoint, streaming, recording event, etc.)	
<b>Additional Notes</b>	

*Census Internal Use Only*

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