



FOR USE BY NMPMA Officials

Speaker assigned: \_\_\_\_\_

Date: \_\_\_\_\_

NMPMA/R file #: \_\_\_\_\_

## Speaker/Event Request Form

Complete as much information as you have about your event and speaker requirements. Please submit requests at least **four** weeks prior to the event. Once completed e-mail the request to: NMPMA/R at [Speakerrequest@montfordpointmarines.org](mailto:Speakerrequest@montfordpointmarines.org)

Date: \_\_\_\_\_

### Your Organization:

Sponsoring Organization \_\_\_\_\_ Type of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact E-mail \_\_\_\_\_ Website \_\_\_\_\_

### Your Program:

Date of Program \_\_\_\_\_ Time of Program \_\_\_\_\_

Name of Program \_\_\_\_\_

Theme/Purpose of the Program \_\_\_\_\_

Location of Program \_\_\_\_\_

Proposed Topic \_\_\_\_\_

Requested Speaker (if you are interested in a particular speaker) \_\_\_\_\_

Presentation Format (panel, speech, roundtable, tabling, etc.) \_\_\_\_\_ Length of Speaker's Presentation \_\_\_\_\_

### Your Audience Composition:

Size of audience \_\_\_\_\_ Audience Composition (consumers, stakeholders, employers, other) \_\_\_\_\_

Languages needs? \_\_\_\_\_

**Please attach an agenda for your event.**