Speaker Request Form

Contact Name: ____________________________________________________________

Organization: ____________________________________________________________________________

Phone: (______) _____-______   Fax: (______) _____-______   Email: ____________________________

Type of Event (presentation, workshop, panel, training, etc):

Event Date: ____/_____/_______    Time and Length: ____________________________

Language (Spanish/English):    Expected number of people:

Address and Geographic Area:    Description of Audience:

Topics to be covered:    Other Comments:

We will attempt to find a speaker for your requested presentation. If a speaker found, you will receive confirmation with further information so that you may contact them directly. If we are unable to meet your request we will let you know. Please attach any fliers and/pr outreach materials used to attract people to the event.

For Office Use Only

Speaker: ___________________________    Phone: (______) ______-__________________

Actual # of attendees: _______________    E-mail: ________________________________

Materials: pick-up: _______________    Copies: (Y/N): __________

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