



Museum of Nature and Science

SPEAKER REQUEST FORM

DATE OF REQUEST: ___ / ___ / ___

(Please submit your speaker request at least 2 months prior to the event.)

REQUESTOR INFORMATION

Organization name: _____

Contact name: _____

Phone number: _____ Email address: _____

EVENT INFORMATION

Name of event: _____

Time of event (start and end): _____

Speaker requested to attend entire event? **YES** **NO** Arrival time requested: _____

Location of event: _____

Brief description/purpose of event: _____

Brief description of audience: _____

PRIOR TO EVENT

Send agenda, number of attendees, table seating assignments, etc. to Kateri Cale on week prior to the event.

SPEAKER REQUEST

What is the topic? Are there any themes or key messages the speaker should include in his/her speech?

How long should the speaker present? _____

What time will he/she speak? _____

Additional comments: _____

ADDITIONAL INFORMATION:

YES **NO**

Do you need a biographical introduction and/or photographs? _____

Is the event open to the public? _____

Is the media invited? _____

Are there additional speakers on the agenda? _____

Will there be a Q&A session? _____

Will the speech include a presentation (powerpoint)? _____

Will a projector and screen be provided? _____

Will a laptop be provided? _____

Please save this document and submit request to Kateri Cale at **kateri.cale@perotmuseum.org** or fax to **214.756.5885**.

Availability of guest speaker will be confirmed. Please submit request no later than two months prior to event.