

Speaker/Event Request Form

Complete as much information as possible about your event and speaker requirements. Please submit requests at least **four** weeks prior to the event. Once completed email the request to: Work4CA@calhr.ca.gov

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 (job seekers, students, community leaders, etc.)

Accessibility needs? (additional languages, interpreters, etc.)

Please attach an agenda for your event.