



**SPEAKER/PRESENTATION/BOOTH REQUEST FORM**

*Thank you for your interest in having us visit your group. District staff fulfill as many presentation or booth requests as we are able. Please complete and return the form below so we can begin processing your request. You will be contacted within one week.*

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Name of Person Making the Request: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Audience Information**

- Business or Nonprofit
- School or Educational Center
- General Adult Audience
- Scout Group
- Youth Day Camp
- Other \_\_\_\_\_

Date and time requested (please provide several choices, if possible):  
\_\_\_\_\_

Topic: \_\_\_\_\_

Length of time including questions (30-minute minimum): \_\_\_\_\_ minutes Expected number of people: \_\_\_\_\_

Do you need pre-approval from your business, school or organization before booking a speaker/visitor? YES NO

If yes, who is the person in charge of arranging speaking engagements at your organization? \_\_\_\_\_

What equipment will you have available for us to use? Screen Projector Laptop AV equipment

Do you plan to promote or market the speaker, presentation or booth? YES NO NOT SURE

Explain: \_\_\_\_\_  
\_\_\_\_\_

Are there any other details we should be aware of?  
\_\_\_\_\_  
\_\_\_\_\_

Return this completed form to [swdinfo@cuyahogacounty.us](mailto:swdinfo@cuyahogacounty.us) or by fax (216) 478-0014. Save a copy for your records.

**\*\* For District Use \*\*** Date Received: \_\_\_\_\_ Notes: \_\_\_\_\_