

# SPEAKING ENGAGEMENT REQUEST FORM

*to request a California Civil Rights Department (CRD) speaker at your event*



## REQUESTOR / ORGANIZER

Contact Name: \_\_\_\_\_

Alternate Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

## INFORMATION ABOUT REQUESTING ORGANIZATION

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

Organization Website: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

## INFORMATION ABOUT EVENT

Event Title: \_\_\_\_\_

Start Date (required): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event/Registration Website: \_\_\_\_\_ Registration Fee?: ☐ Yes, \$ \_\_\_\_\_ ☐ No

Open to the Public?: ☐ Yes ☐ No Will Event be Recorded?: ☐ Yes ☐ No

Venue: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Description of Event (required): \_\_\_\_\_

Audience Size: \_\_\_\_\_ Primary Language of Expected Audience: \_\_\_\_\_

Audience Type: ☐ Community ☐ Govt. Agency ☐ Legal/Professional ☐ Other: \_\_\_\_\_

Audience Knowledge of Topic (limited / knowledgeable / very knowledgeable): \_\_\_\_\_

Agenda / Schedule Available for Event: ☐ Yes ☐ No

(If yes, please provide a copy to [speaking.engagements@calcivilrights.ca.gov](mailto:speaking.engagements@calcivilrights.ca.gov))

## ■ SPEAKER AND PARTICIPATION DETAILS

Requested Speaker (if known): \_\_\_\_\_

Speaker Participation Format (keynote speaker, panel member, etc.): \_\_\_\_\_

Speaker Participation Date and Time: \_\_\_\_\_

Speaker Length of Participation: \_\_\_\_\_

Topic of Presentation (Select from Dropdown Menu): \_\_\_\_\_

Photo Needed:     ☐ Yes     ☐ No     If yes, due date needed: \_\_\_\_\_

Biography of Speaker Needed:     ☐ Yes     ☐ No     If yes, due date needed: \_\_\_\_\_

Audio / Video / Materials Needed:     ☐ Yes     ☐ No     If yes, due date needed: \_\_\_\_\_

Will you need a master copy of speaker's handout/materials prior to the event for reproduction and distribution (The master copy(s) will be sent electronically as a pdf)? If yes, due date needed: \_\_\_\_\_

## ■ TRAVEL INFORMATION

Recommendation(s) for hotel accommodations that provide government rates:

1. Hotel Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Hotel Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Closest Airport to the Event: \_\_\_\_\_

Map / Directions from the Airport to the Hotel and Event Location: \_\_\_\_\_

## ■ ON-SITE CONTACT DURING EVENT

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**SUBMIT FORM**

*If no prompt appears when you click 'SUBMIT FORM', please save the document as a PDF and email it to [speaking.engagements@calcivilrights.ca.gov](mailto:speaking.engagements@calcivilrights.ca.gov) or visit [www.calcivilrights.ca.gov/serf/](http://www.calcivilrights.ca.gov/serf/)*

*CRD staff cannot accept speaker fees, honorariums, or travel expenses. The external host may waive the speaker's registration or conference fees.*

*When CRD accepts an invitation, it is done with the understanding that the information provided in the Speaking Engagement Request Form is accurate. For example, if the number of delegates proposed at the time of the invitation is 100, and the actual number of delegates registered shortly before the event is only 25, CRD may withdraw its contribution at a late stage.*