



Michigan Department of Energy, Labor & Economic Growth

Speaker Request Form

Event Information

Event Name:	Topic of Speech/Remarks: <i>(Please be specific)</i>		
Date of Event:	Time of Event:	Time Speaker to begin: _____ end time: _____	
Location of Event:			
Name of Speaker you would like to request:			
Event Request: <i>(Please check all that apply)</i>	General Information:		
<input type="checkbox"/> Keynote Speech <input type="checkbox"/> Presentation <input type="checkbox"/> Brief Remarks <input type="checkbox"/> Question & Answers <input type="checkbox"/> Panel <input type="checkbox"/> Greetings/Comments <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Podium <input type="checkbox"/> Laptop/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Would you accept a surrogate speaker?	
Type of Audience and Background:			
How many are expected to be in the audience:	Provide Handouts:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Contact Information

Requestor's Name:	Title:		
Organization/Association/Firm/Office:			
Address:			
Office Phone:	Cell Phone:	Fax Number:	
E-Mail Address:			
2 nd Contact Name & Title:	Phone:		
	E-Mail:		

If available, please attach event agenda.

Please submit the completed form to mediainfo@michigan.gov or print and fax to 517 241-1580.