

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)

■ 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: _____

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 or visit 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.