



Event Request for BWC Speaker

Event _____ Event Date _____

Address _____

City _____ State: Ohio ZIP: _____

Location(i.e room number, auditorium, etc.): _____

Start time: _____ AM PM End time: _____ AM PM

Speaker to arrive: _____ AM PM To depart: _____ AM PM

Describe audience (ie: local business leaders, etc.):

Audience size: _____ Audience will be : seated standing dining

Is the event open to the media? yes no

Requested of the speaker:

Attend only Welcome Introduction Brief remarks Keynote

Requesting a specific BWC speaker? yes no If yes, name of speaker: _____

If no, what subject would you like the speaker to discuss? _____

Name/title of person introducing speaker: _____

Expected length of remarks: _____

Brief description of event/focus of remarks: (ie: local dignitaries, company stakeholders, etc.)

Persons who should be recognized in remarks:

Other needs /recognitions: (ie: present award, photos, etc.)

Contact Information:

Name of Organization: _____

Name of Event Organizer: _____ Title: _____

Phone: _____ Alt. Phone: _____

Email address: _____

