



FOR USE BY NMPMA Officials

Speaker assigned: _____

Date: _____

NMPMA/R file #: _____

Speaker/Event Request Form

Complete as much information as you have about your event and speaker requirements. Please submit requests at least **four** weeks prior to the event. Once completed e-mail the request to: NMPMA/R at Speakerrequest@montfordpointmarines.org

Date: _____

Your Organization:

Sponsoring Organization

Type of Organization

Contact Name

Contact Phone

Contact E-mail

Website

Your Program:

Date of Program

Time of Program

Name of Program

Theme/Purpose of the Program

Location of Program

Proposed Topic

Requested Speaker (if you are interested in a particular speaker)

Presentation Format (panel, speech, roundtable, tabling, etc.)

Length of Speaker's Presentation

Your Audience Composition:

Size of audience

Audience Composition (consumers, stakeholders, employers, other)

Languages needs?

Please attach an agenda for your event.