

## Mayor-President Speaker Request Form

**Please fill out all applicable form fields and send to [comsoffice@lafayettela.gov](mailto:comsoffice@lafayettela.gov).**

*Note: Speaking requests must be made at least 2 weeks in advance to be considered.*

### Requesting Organization's Information

Organization Name

Today's Date

Phone Number

Requestor Name

Mailing Address

Email Address

Organization's Purpose/Mission:

### Event Information

Event Type

Theme/Focus

Date of Event

 AM/PM until  AM/PM

Event Time

Venue Address

Description of Mayor-President's Requested Participation: *Please be specific.*

Should a scheduling conflict occur, may another member of the executive team speak on behalf of the Mayor-President?

Yes

No

## Speaker Request Form Contd.

### Event Information Contd.

Arrival time:  AM/PM      Speaking time:  AM/PM until  AM/PM

Projector or Display Screen?  Yes  No

Reserved Parking?  Yes  No

Wireless Mic?  Yes  No

Expected Attendance #

Event Agenda/Program Available?  No  Yes  
*If yes, please provide.*

Podium?  Yes  No

Invited and/or Expected VIPs/Officials of Note:

### Event Day Contacts

	Name	Cell Phone Number
Main Contact:	<input type="text"/>	<input type="text"/>
Additional Contact:	<input type="text"/>	<input type="text"/>
Additional Contact:	<input type="text"/>	<input type="text"/>

Additional Notes or Special Instructions:

***Note: The submission of this request form is not confirmation of Mayor-President Boulet's participation. Promotional materials featuring Mayor-President Boulet's name, image, or the like should not be published without prior approval.***