

Mayor-President Speaker Request Form

Please fill out all applicable form fields and send to comsoffice@lafayettela.gov.
Note: Speaking requests must be made at least 2 weeks in advance to be considered.

Requesting Organization's Information

Today's Date

Organization Name

Requestor Name

Phone Number

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:

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 Promotional materials featuring Mayor-President Boulet's name, image, or the like should not be published without prior approval.