



## 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: \_\_\_\_\_

**SUBMIT**