



Speaking Request Intake Form

Event Name:

Planning Organization(s):

Planning Organization Contact:

Date & Time of Event:

of Anticipated Attendees:

Audience:

Speaking Topic:

Is a PowerPoint Needed? Yes No PowerPoint Due Date:

New Slide Requests:

A/V Equipment to Bring Along:

Does the organizing organization need marketing assets as part of event promotion (ie: headshot, speaker bio, presentation description, logo, etc.)?

Are printed materials needed? If so what is need, what is the quantity and when are they need by?

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Assigned Speaker:

*Please return this form to Jen Cross, VP of Donor Relations with the Great Outdoors Foundation,
jen@greatoutdoorsfoundation.org.*