



# Texas Division of Emergency Management

## Speaker Request Form

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Please complete the form below and submit to Mamie Gates (mamie.gates@tdem.texas.gov) Requests are reviewed on a first come first serve basis. The Texas Division of Emergency Management cannot guarantee a speaker will be available on requested dates. Please note that the date and time requested will be reserved for your event.

### **EVENT INFORMATION**

Name of event

Organization

Date(s) of event Event to

Event start time Event end time

Event venue

Street

City State Zip Code

Building

### **SPEAKING INFORMATION**

Speaking Date

Speaker starting time Speaker ending time

For multi-day event, indicate the specific day for speaker request

Expectation of speaker

Dress code

Other participating speakers

Who will introduce TDEM speaker

Purpose/Topics to cover

# Speaker Request Form (cont.)

Bio/CV requested

CEU Credits

Audio/Video equipment available

## **AUDIENCE INFORMATION**

Estimated number of attendees

Attendees' background

Special guests

Media attending    Yes        No

Legislators  
attending

Yes        No

Local elected  
officials attending    Yes        No

## **CONTACT INFORMATION**

Name

Organization

Number

Email

Additional Information