

Name of person making request:

Phone Number:

Email Address:

Organization:

Location of the Event (full address):

Location Contact Person:

Phone number:

Email address:

Preferred Date:

Event Start time:

Date 1st Choice:

Date 2nd Choice:

Date 3rd Choice:

Are you requesting a talk or a presentation?

Number of Participants:

Talk

Presentation

How long do you need the speaker to talk/present?

Indicate available technology:

projector laptop screen WiFi microphone none

Preferred Topic (Select 2 topics or request a topic in the Other box)

1st Choice:

2nd Choice:

Other:

Submit completed form to Christy McCombs at christy.mccombs@jocogov.org.

A confirmation email will be sent to the person making this request once a speaker has been found for your date and time.