

Speakers Bureau Request Form		For Internal Use Only
Purpose: This form is to be used to request a FEMA specialist(s) for a public event. The information below is required to evaluate the event for appropriateness and compliance with DHS policies and for coordination with the units involved. Please complete all sections – Type information.		Log # Date received:
Submitted by and phone number (FEMA POC)		County/Parish
<div> <div>SECTION 1 – Event Information</div> <div>SECTION 2 – Sponsoring Organization Info.</div> </div>		
1. <u>Name of event</u>		8. <u>Name of organization</u> <u>Date of request</u>
2. <u>Date & time of event</u>		9. <u>Full name of primary point of contact (POC)</u>
3. <u>Location & address of event</u>		Title:
		Office Phone
		Cell Phone
		Fax
4. <u>Event purpose</u> <u>Target audience, size & key attendees</u>		E-mail:
		<u>Address of primary POC include zip code</u>
5. <u>Limited English Proficiency/Additional Communication Needs</u>		
No		
Yes / # of staff needed		
6. <u>Access and Functional Need</u>		10. <u>Name of alternate POC</u>
Yes		Title
No		
7. <u>What Program Areas are being requested and explain why</u>		Phone
		Cell
		Fax
		<u>E-mail address</u>
		11. <u>Have You Invited Media</u>
		YES NO
		<u>IF Yes, Who?</u>
<div> <div>Priority Level</div> <div>Tier 1</div> <div>Tier 2</div> <div>Tier 3</div> </div>		
<u>Purpose of participation (e.g. speaker presentation, literature distribution, etc.)</u>		
<u>Critical issues/needs</u>		
After Action Report Completed by		
Date		
<u>Division and Speakers Bureau Approval</u>		
<u>Manager's Approval / Date</u>		
<u>Division Supervisor Approval / Date</u>		
<u>Speakers Bureau Approval / Date</u>		<u>Completed Date</u>