

Speakers Bureau Request Form

For Internal Use Only

Log #
Date received:

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.

County/Parish

Submitted by and phone number (FEMA POC)

SECTION 1 – Event Information

SECTION 2 – Sponsoring Organization Info.

1. Name of event

8. Name of organization

Date of request

2. Date & time of event

9. Full name of primary point of contact (POC)

Title:

3. Location & address of event

Office Phone

Cell Phone

Fax

4. Event purpose Target audience, size & key attendees

E-mail:

Address of primary POC include zip code

5. **Limited English Proficiency/Additional Communication Needs**

No

Yes / # of staff needed

6. **Access and Functional Need**

Yes

No

7. **What Program Areas are being requested and explain why**

10. Name of alternate POC

Title

Phone

Cell

Fax

E-mail address

11. Have You Invited Media

YES

NO

IF Yes, Who?

Priority Level

Tier 1

Tier 2

Tier 3

Purpose of participation (e.g. speaker presentation, literature distribution, etc.)

Critical issues/needs

After Action Report Completed by
Date

Division and Speakers Bureau Approval

Manager's Approval / Date

Division Supervisor Approval / Date

Speakers Bureau Approval / Date

Completed Date