



# SPEAKER REQUEST FORM

Thank you for your interest in our work here at Plan International Canada! We have included a few questions below for you to answer regarding your request for a Plan International Canada speaker so that we will be able to assist you further.

Please note that we require a minimum of two weeks' notice before the event is to be held. We do try to accommodate as best as possible, but we cannot guarantee that we will be able to provide you with a speaker. Please email your completed form to: [communityevents@plancanada.ca](mailto:communityevents@plancanada.ca)



ABOUT YOUR EVENT	
<b>Contact Information:</b> <ul style="list-style-type: none"> <li>• Contact's name:</li> <li>• Organization's name (if applicable):</li> <li>• Email:</li> <li>• Phone:</li> </ul>	
<b>What is the name of your event and its purpose?</b> <ul style="list-style-type: none"> <li>• Name:</li> <li>• Purpose:</li> </ul>	
<b>What type of audience will attend the event?</b> <i>*Specific details are helpful. For example: professional women, families, primary school group, secondary school, etc.</i>	
<b>How many people are expected to be in attendance?</b>	
<b>How long do you require the speech/presentation to be?</b>	
<b>What topics/issues/themes would you like the presenter to talk about?</b> <i>*Specific details are helpful.</i>	
<b>When is the event taking place?</b> Date: Time:	



<p><b>What is the presentation space?</b>  <i>E.g. banquet hall, auditorium, etc.</i></p>	
<p><b>Where is the event being held?</b></p> <ul style="list-style-type: none"> <li>• Street Address:</li> <li>• City:</li> <li>• Province:</li> <li>• Postal Code:</li> </ul>	
<p><b>Are the following resources available? (Y or N)</b></p> <ul style="list-style-type: none"> <li>• Projector:</li> <li>• Computer/laptop:</li> <li>• Cordless microphone:</li> <li>• Podium:</li> </ul> <p><i>*Note: all of these resources are not always necessary, but may help us determine how we develop the presentation.</i></p>	
<p><b>Will any media be attending your event? If yes, what media will be attending?</b></p>	
<p><b>How much do you expect to fundraise through your event?</b>  <i>*If applicable</i></p>	
<p><b>Have you been involved with Plan International Canada before?</b> For example: have you hosted another event, fundraised, etc.</p>	
<p><b>Do you have any budget for speaker's fees/travel expenses?</b>  <i>*Note this is not required, but may be necessary in some cases</i></p>	
<p><b>Other speaking request needs and/or notes:</b></p>	