



# SBDC SPEAKER REQUEST FORM

Thank you for your interest in having the Florida SBDC at Florida Gulf Coast University speak at your event. In order to help us facilitate your request, please complete and **submit the following form** (and any corresponding attachments) to [sbdc@fgcu.edu](mailto:sbdc@fgcu.edu) **at least three (3) weeks prior to the event, and allow 3-5 business days for decisions to be made.**

If you have any questions or need help completing the Speaker Request Form, please call the office at (239) 745-3700.

## Part 1: EVENT ORGANIZER

Name of Organization:

Event Sponsor(s):

Point of Contact:

NAME	TITLE
<input type="text"/>	<input type="text"/>
EMAIL	PHONE #
<input type="text"/>	<input type="text"/>

For Profit:

Not-for-profit:

## Part 2: EVENT DETAILS

Event Name/Title:

Event Location:

Event Date/Time:

Event Type:

*(conference, dinner, small group, etc.)*

Event Purpose/Goal:

Event Website:

*(if applicable)*

### Part 3: PRESENTATION/SPEECH DETAILS

Requested Topic:

Presentation Format:

*(PP Presentation, keynote address, roundtable, panel, etc.)*

Expected Duration:

*(30 minutes, 1 hour, etc.)*

Onsite A/V Capabilities:

*(check all that apply)*

Podium

Microphone

LCD Projector

Projector

PC Hookups

MAC Hookups

Q & A:

*(Will the speaking be followed by a Q&A session?)*

YES

NO

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