

Speakers' Bureau

Presentation Request Form



Thank you for requesting a Speakers' Bureau presentation. Please note presentations are fulfilled on a first come first served basis. Submitting a request does not guarantee a presenter can attend your event. However, submitting three weeks or more in advance can only improve our ability to accommodate your needs. You will receive an e-mail or phone call accepting or declining your invitation within 7-10 business days after submitting this request.

Requestor Information	
1. Today's Date:	
2. Name (First and Last):	
3. Organization or Department:	
4. Phone Number (555-555-5555):	
5. E-mail:	
6. How did you hear about the Speakers' Bureau?	<input type="checkbox"/> Department of Public Health website <input type="checkbox"/> Health Education Administration website <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:
Event Information	
7. What Speakers' Bureau topic would you like us to present at your event?	
8. What kind of event would you like us to attend? Note: These presentations use a lecture format and would not be appropriate for a health or community resource fair.	<input type="checkbox"/> Conference <input type="checkbox"/> Other: <input type="checkbox"/> Community Meeting <input type="checkbox"/> Health Fair <input type="checkbox"/> Professional Meeting
9. What date(s) are you proposing? Note: We need to know about the event at least 3 or 4 weeks in advance to try to accommodate this request. Due to an increased demand for outreach events during flu season (October-March), may ask to reschedule your event.	1. 2.
10. What time(s) are you proposing Note: start time between 8:00AM - 6:00PM Only	1. 2.

<p>11. How much time would we have to present?</p> <p>Note: We need to present for at least 1 hour to try to accommodate this request.</p>	<p><input type="checkbox"/> 1 hour:</p> <p><input type="checkbox"/> 1 ½ hours</p> <p><input type="checkbox"/> 2 hours</p>
<p>12. How many people do you expect will attend your event?</p> <p>Note: We need at least 20 participants to attend to try to accommodate this request.</p>	
<p>13. Who will attend your event?</p> <p>Note: Remember to check all that apply.</p>	<p><input type="checkbox"/> Business Representatives</p> <p><input type="checkbox"/> Community Based Organization Representatives</p> <p><input type="checkbox"/> College-Aged Students</p> <p><input type="checkbox"/> Elementary School-Aged Students</p> <p><input type="checkbox"/> Faith-Based Group</p> <p><input type="checkbox"/> Government Agency Representatives</p> <p><input type="checkbox"/> Health Professionals</p> <p><input type="checkbox"/> High School-Aged Students</p> <p><input type="checkbox"/> Los Angeles County Employees</p> <p><input type="checkbox"/> Parents</p> <p><input type="checkbox"/> Seniors</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Other:</p>
<p>14. What is the address of where your event will take place?</p> <p>Note: Remember to include the zip code since this is how we will know how to direct your request.</p>	<p>Street Address:</p> <p>City:</p> <p>Zip-code:</p>
<p>15. Do you need the presentation in Spanish?</p> <p>Note: Some materials are only available in English at this time.</p>	<p><input type="checkbox"/> Yes</p>
<p>16. Any other comments about this request:</p>	

Please submit your completed form by email to:

Health Education Administration
Attention: Speakers' Bureau
E-mail speakersbureau@ph.lacounty.gov

You will receive an e-mail or phone call accepting or declining your request within 7-10 business days of submitting this request.

Thank you for making a Speakers' Bureau request!