

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: Please indicate if this is a request for a lecture or a health 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 may ask you to reschedule your event.	1. 2.
10. What time(s) are you proposing? Note: start time between 8:00AM - 6:00PM Only	1. 2.

11. How much time would we have to present?	<input type="checkbox"/> Less than 1 hour 2 hours <input type="checkbox"/> 1 hour <input type="checkbox"/> 1 and 1/2 hours
12. How many people do you expect will attend your event? Note: We need at least 20 participants to attend to try to accommodate this request.	
13. Who will attend your event? Note: Remember to check all that apply.	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Business Representatives <input type="checkbox"/> Community Based Organization Representatives <input type="checkbox"/> College-Aged Students <input type="checkbox"/> Elementary School-Aged Students <input type="checkbox"/> Faith-Based Group <input type="checkbox"/> Government Agency Representatives </div> <div style="width: 50%;"> <input type="checkbox"/> Health Professionals <input type="checkbox"/> High School-Aged Students <input type="checkbox"/> Los Angeles County Employees <input type="checkbox"/> Parents <input type="checkbox"/> Seniors <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: </div> </div>
14. What is the address of the event? Note: Remember to include the zip code since this is how we will know how to direct your request.	Street Address: City: Zip-code:
15. Do you need the presentation in Spanish? Note: Some materials are only available in English at this time.	<input type="checkbox"/> Yes
16. Any other comments about this request:	

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!