



**SPEAKER REQUEST FORM**

**\*Please submit this form at least six weeks before your event  
ahc.alabama.gov**

Date of Event \_\_\_\_\_ Name of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Event Host \_\_\_\_\_ Event Address (for GPS) \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Office Phone \_\_\_\_\_ Contact Cell Phone \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

Please give a brief description of your organization: \_\_\_\_\_

What is the purpose of this event? What are the desired outcomes? \_\_\_\_\_

Are remarks or a presentation requested? If so, please indicate topic, length of remarks/presentation, and the general type of remarks (Ex. welcome, introduction of speaker(s), class lecture, etc.) \_\_\_\_\_

Audience and Key Participants \_\_\_\_\_

Audience Size \_\_\_\_\_

Expected Media Coverage:  
\_\_\_\_\_ No \_\_\_\_\_ Yes (explain) \_\_\_\_\_

Will this event be filmed?  
\_\_\_\_\_ No \_\_\_\_\_ Yes (explain how it will be used) \_\_\_\_\_

Will you or someone with your organization take photographs of the requested speaker's presentation?  
\_\_\_\_\_ No \_\_\_\_\_ Yes (explain how it will be used) \_\_\_\_\_

**(If possible, please share your images with AHC to be used on social media and monthly newsletter. Send images to [andi.martin@ahc.alabama.gov](mailto:andi.martin@ahc.alabama.gov))**

What is the desired presentation format?

\_\_\_\_\_ Remarks only \_\_\_\_\_ PowerPoint \_\_\_\_\_ Other: \_\_\_\_\_

**\*Please use this section to include additional details, such as the names of scheduled speakers, meeting agenda, etc.**

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Email completed form to Andi Martin Marketing & Public Relations Manager, at [Andi.Martin@ahc.alabama.gov](mailto:Andi.Martin@ahc.alabama.gov) or deliver to:

**Andi Martin  
Marketing & Public Relations Manager**

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