



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 pr.management@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.**

Email form to pr.management@ahc.alabama.gov.

**Kathryn Shoupe
Public Relations Manager**

**Mailing Address:
Alabama Historical Commission
P. O. Box 300900
Montgomery, Alabama 36130-0900**

FOR AHC USE ONLY:

Speaker Signature: _____ **Date:** _____

Site Director/Supervisor Approval: _____ **Date:** _____

Public Relations Manager: _____ **Date:** _____

Historic Sites Division Director Approval (if applicable): _____ **Date:** _____

Executive Director Approval: _____ **Date:** _____