



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 jacquelyn.kirkland@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 completed form to Jacquelyn Kirkland, Marketing & Public Relations Manager, at jacquelyn.kirkland@ahc.alabama.gov or deliver to:

**Jacquelyn Kirkland
Marketing & Public Relations Manager**

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