



# Speaker's Bureau Request Form

Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
(day) (date)

Event Location & Address: \_\_\_\_\_

\_\_\_\_\_

Topics/Duties: \_\_\_\_\_

\_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Age Group: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

Please list any/all incentives for this appearance (include hotel, meals, honorarium, etc.) \_\_\_\_\_

\_\_\_\_\_

By when does your organization need a reply (specific date, no ASAP)? \_\_\_\_\_

***Please attach an agenda for the event and driving directions from AT&T Park. Thank you.***

Please mail completed form to: Speakers Bureau Program, 24 Willie Mays Plaza, San Francisco, CA 94107

.....

*For Office Use Only*

Received: \_\_\_\_\_ Date: \_\_\_\_\_ Speaker Requested: \_\_\_\_\_

Accepts \_\_\_\_\_ Declines \_\_\_\_\_ Pending \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Reply sent to organization: \_\_\_\_\_ Via: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Special Needs: \_\_\_\_\_