



Texas Division of Emergency Management

Speaker Request Form

Please complete the form below and submit to communications@tdem.texas.gov. Requests are reviewed on a first come first serve basis. The Texas Division of Emergency Management cannot guarantee a speaker will be available on requested dates. Please note that the date and time requested will be reserved for your event.

EVENT INFORMATION

Name of event

Organization

Date(s) of event Event _____ to _____

Event start time _____ Event end time _____

Event venue

Street

City _____ State _____ Zip Code _____

Building

SPEAKING INFORMATION

Speaking Date

Speaker starting time _____ Speaker ending time _____

For multi-day event, indicate the specific day for speaker request

Expectation of speaker

Dress code

Other participating speakers

Who will introduce TDEM speaker

Purpose/Topics to cover

Speaker Request Form (cont.)

Bio/CV requested

CEU Credits

Audio/Video equipment available

AUDIENCE INFORMATION

Estimated number of attendees

Attendees' background

Special guests

Media attending Yes No

Legislators
attending

Yes No

Local elected
officials attending Yes No

CONTACT INFORMATION

Name

Organization

Number

Email

Additional Information