Request for Speaker or Event
City of Los Angeles Department of Transportation

Please complete this form to request a Department representative speak or appear at an event.

Date of Request: ____________________ Date of Event: ____________________

Event Title: __________________________________________________________

Location: ____________________ Fundraiser?: ____________________

Purpose: ____________________________________________________________

__________________________________________________________

Topic(s) of Interest: __________________________________________________

Start Time: ____________________ End Time: ____________________

Format of Event (i.e. Panel, Interview, Presentation, Speak): ____________________

Speaker Presentation Length (including Q&A): ____________________

Estimated Audience Size? _______________ (Department handouts available)

Demographics?: ______________________________________________________

(i.e.: homeowners, business people, engineers, students)

Other elected/appointed officials attending? If yes, who? __________________

What audio-visual support will be available? (Circle applicable items): Projector Screen  Laptop  DVD player

Is parking available? (Circle One) Yes or No  If yes, is it reserved parking? __________________

Will media be present? (Circle One) Yes or No  If yes, who? __________________

If requested speaker isn’t available, do you desire a substitute representative? ________________

Contact Person:

Name: ____________________ Organization: ____________________

Email: ____________________ Phone/Cell: ____________________

With your form submission, please include event details. (i.e. Flyer, Fact Sheet, Invitation)