

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*)