



**OFFICE OF THE ATTORNEY GENERAL
STATE OF ALABAMA
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SPEAKER REQUEST FORM

Thank you for contacting the Office of Attorney General Steve Marshall regarding your upcoming event. The Speakers Bureau will help identify the Attorney General's speaker that will be the best fit for your event. Please provide us information about your event. Below is a quick form to get the process started.

NAME OF REQUESTED SPEAKER: _____

TOPIC OF REQUESTED SPEAKER: _____

TITLE AND DESCRIPTION OF EVENT: _____

EVENT DATE: _____ EVENT TIME: _____ ATTIRE: _____

NAME OF HOSTING ORGANIZATION: _____

EVENT LOCATION: _____

WILL YOU HAVE A MEDIA/VIDEO PRESENTATION OR HANDOUTS? YES NO
(PLEASE NOTE: THESE ITEMS MUST BE PROVIDED TO AND APPROVED IN ADVANCE BY THE EXECUTIVE DIVISION)

SIZE OF AUDIENCE FOR EVENT: _____ SIZE OF AUDIENCE FOR SPEAKER SESSION: _____

HAS SPEAKER PARTICIPATED IN THE PAST: _____ IS MEDIA INVITED: YES NO

DETAILS OF PAST PARTICIPATION OF SPEAKER: _____

NAME AND TITLE OF PERSON REQUESTING SPEAKER: _____

NAME OF BUSINESS/ORGANIZATION: _____

CONTACT INFORMATION FOR PERSON REQUESTING SPEAKER: _____

BUSINESS PHONE: _____ CELL PHONE: _____ EMAIL ADDRESS: _____

PHYSICAL ADDRESS OF BUSINESS/ORGANIZATION: _____

TRAVEL EXPENSES COVERED: YES NO FLIGHT HOTEL MEALS CABS PARKING

HISTORY/BACKGROUND OF ORGANIZATION AND/OR EVENT: _____

ATTACH ALL HELPFUL DOCUMENTATION/AGENDA ON TOPIC(S) TO BE DISCUSSED AND OTHER SPECIFIC BACKGROUND/SUPPORT INFORMATION WHEN SUBMITTING THIS FORM. SUBMIT TO SANDY MCLURE: SANDY.MCLURE@ALABAMAAG.GOV OR STEPHANIE THORNTON: STEPHANIE.THORNTON@ALABAMAAG.GOV.