



# Speaker Request

U.S. ARMY CORPS OF ENGINEERS

BUILDING STRONG®

1. Requesting Organization
  - a. Location of Speaking Engagement
  - b. Type of Organization
  - c. Type of Occasion
  - d. Point of Contact
  - e. Phone/email
  
2. Audience Analysis
  - a. Size of Group
  - b. Audience Description (age, interests, etc.)
  - c. Will a meal be provided?
  
3. Details Regarding Speech
  - a. Date and Time
  - b. Topic
  
4. Are meeting facilities open to all, regardless of race and sex?
  
5. What equipment will be available for the speaker's use?
  - Podium
  - Public address system
  - Microphone
  - Table
  - Chalk/White board
  - Light pointer
  - Projector
  - Screen