



FOR USE BY COVERED CALIFORNIA Speaker assigned: Date CC file #:

Speaker/Event Request Form

Complete as much information as you have about your event and speaker requirements. Please submit requests at least **four** weeks prior to the event. Once completed email the request to: SpeakerRequests@covered.ca.gov

Date: _____

Your Organization:

Sponsoring Organization **Type of Organization**

Contact Name **Contact Phone**

Contact E-mail **Website**

Your Program:

Date of Program **Time of Program**

Name of Program

Theme/Purpose of the Program

Location of Program

Proposed Topic

Requested Speaker (if you are interested in a particular speaker)

Presentation Format (panel, speech, roundtable, tabling, etc.) **Length of Speaker's Presentation**

Your Audience Composition:

Size of audience **Audience Composition (consumers, stakeholders, employers, other)**

Languages needs?

Please attach an agenda for your event.