



Thank you for your interest in having Executive Director, Dr. Monteic A. Sizer speak at your event. In order to facilitate your request, please download and submit the following form (including any corresponding information) to the Public Information Director at tenille.terry@LA.gov **at least 2 weeks prior to the event.** Please allow 5-7 business days for a decision to be made.

If you have any questions about this form or need help submitting the Speaker Request Form, please contact the Public Information Officer at (318) 362-4272.

Section 1: Event Organization

Name of Organization
Submitting Request:

Event Sponsor(s):

For-Profit/Not for Profit:

Coordinator/Point of Contact:
(name, title, email and phone)

Section 2: Event Details

Event Name/Title:

Event Location:

Event Date/Time:

Event Type:

Event Purpose/Goal:

Section 3: Presentation Details

Requested Topic:

Presentation Format:
*(keynote, roundtable,
etc.)*

Expected Duration:

Question and Answer:
(will the speech be followed
by a Q&A session?)

Section 4: Audience Details

Audience Composition:
(include approx. size of
audience including its
demographics.)

Honorable Guests:
(include names and
titles of any distinguished
guests participating in
event.)

Media:
(What media will be
in attendance? Include if
the event will be live
streamed or broadcast.)

Requested Items:
(powerpoint, copy of
speech, etc.)

Section 5: Additional Information

Acceptance Deadline:

Cost of Attendance:

Please download and submit this completed form (including any corresponding information) to the Public Information Director at tenille.terry@LA.gov.

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Please allow 5-7 business days for a decision to be reached.