



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 Officer at [eddie.bynog@la.gov](mailto:eddie.bynog@la.gov) **at least 1 week prior to the event.** Please allow 3-5 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**

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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**

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Event Name/Title:

Event Location:

Event Date/Time:

Event Type:

Event Purpose/Goal:

### **Section 3: Presentation Details**

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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**

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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**

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Acceptance Deadline:

Cost of Attendance:

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