**Speaking Engagement Request Form**

**Alan Berube**

Interim Vice President and Director

Brookings Metro

*Please send completed form to Erin Raftery at* *eraftery@brookings.edu**.*

Sponsoring Organization

**Name:**

**Website:**

**Address:**

**Brief Org. description:**

Point of Contact

**Name:**

**Phone:**

**Email:**

**Assistant (name, number, email):**

Event Information

**Date(s):**

**Time (duration):**

**Are event date(s)/time(s) flexible?**

**Location or virtual:**

**If virtual, can we direct the presentation:**

**Type (Panel, webinar, keynote, lecture, etc.):**

**Video or audio and which platform:**

**Media invited (please list)?**

**Social media presence (please list):**

Description of event (incl. list of panelists, moderators, send bios if available):

Presentation Information

**Run of show?**

Audience Information

**Event open to public or invite-only:**

**Target audience:**

**Estimated number in audience:**

**Will there be audience interaction? Via chat or audio enabled?**

Additional Information (list proposed questions):

**Any potential questions or topics you would like addressed?**

Request Information

**Presentation slides:**

**Draft due date:**

**Final due date:**