



**Speaker Request** \_\_\_ **Display Request** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Website: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Date of Request *for Speaker* mm/ \_\_\_\_\_ /day \_\_\_\_\_ /year \_\_\_\_\_ Time: \_\_\_\_\_

*Please Circle:*                      weekday   weekend                      morning   afternoon   evening

Number of People in Audience: \_\_\_\_\_ Time/Length/of Presentation \_\_\_\_\_

Describe Audience: \_\_\_\_\_

Audio Visual, Display or Materials requested \_\_\_\_\_

Description of the event:

Location/Directions:

Parking:

How did you learn of KCB? \_\_\_\_\_

**For KCB staff only**

*Assigned to:* \_\_\_\_\_

*Circle One: Community or School event*

*KCB staff remarks:*

*Thank you note sent:* \_\_\_\_\_