

# Request for Speaker

## *Speaker Information*

Name of speaker requested: \_\_\_\_\_

Alternative speaker: \_\_\_\_\_

Suggested speech topics: \_\_\_\_\_

Length of speech: \_\_\_\_\_ Size/type of audience: \_\_\_\_\_

Name of requester: \_\_\_\_\_

Group/firm/organization: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

## *Background Information*

Type of meeting: \_\_\_\_\_

Date and time: \_\_\_\_\_ Is date flexible? \_\_\_\_\_

Location: \_\_\_\_\_

Size of audience expected: \_\_\_\_\_

## *PCC Information*

Name of PCC: \_\_\_\_\_

Postal district: \_\_\_\_\_

Postal co-chair: \_\_\_\_\_ Telephone: \_\_\_\_\_

Full address: \_\_\_\_\_

Industry co-chair: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Full address: \_\_\_\_\_

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**If requesting an area official to speak, send this completed form to the District, which will review it and forward it to the Area Marketing Office.**

**If requesting a headquarters speaker (non-officer), visit the PCC Web site homepage at [www.usps.com/nationalpcc](http://www.usps.com/nationalpcc) and click on "Speaker's Bureau". If your speaker can be found from this list, complete form and contact speaker directly. If additional assistance is needed, please contact the PCC Program Office.**

## Request for Speaker Form

Allow as much time as possible for your speaker request. Many Headquarters and area personnel are frequently committed to speaking engagements months in advance. **NOTE: Area and Headquarters resources are very limited within 30 days of National Postal Forums or National PCC events.**

Use the checklist for meeting preparations in the Pub. 286 to assign and coordinate responsibilities.