



## Speaker Request Form

County: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Person making the request: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Speaking Date: \_\_\_\_\_ Alternative Speaking Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Group's Name: \_\_\_\_\_

Type of Group: \_\_\_\_\_

Type of presentation desired:

\_\_\_\_\_  
\_\_\_\_\_

Time allotted for presentation: \_\_\_\_\_ Expected Number of Attendance: \_\_\_\_\_

Contact Person No. 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person No. 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Location/Address where meeting will be held:

\_\_\_\_\_  
\_\_\_\_\_

Directions to meeting location from major highway and/or Interstate:

\_\_\_\_\_  
\_\_\_\_\_

Your Speaker may require various audio/visual aides. Please place a check by the items you can provide onsite:

Screen  DVD

Projector  TV

Please FAX completed form to SCDOT's Community Relations Office at (803) 737-5011.  
For additional information please phone Jack Swails at (803) 737-4089.