



Request for a Speaker

For all requests for speakers, we ask that your request be made at least three (3) weeks prior to the event. This allows the requested speaker to schedule the event on our calendar and to prepare. We want to provide you and your audience with relevant information delivered in an engaging and professional manner. Having ample time to prepare helps us be able to do that.

If this is a virtual event, please send a link for the event to the speaker at your earliest convenience.

(Name of your organization) _____ requests a speaker from The Women's Advocacy Center for an upcoming event. Details are below.

Event Details

Date:

Place:

Time:

Event Topic:

Contact person for the event:

Email:

Cell Phone:

If you are requesting a specific speaker, please indicate so here: _____

Once the speaker is scheduled, please contact them by email with a link to the event, questions related to the topic, and any other relevant information.

Additional details for the speaker:

Any remuneration for speaking may be donated to: The Women's Advocacy Center at www.womensadvocacycenter.org . Or you may donate by mailing a check to: The Women's Advocacy Center, 875 W. Poplar Avenue, Ste. 23-338, Collierville, TN 38017.