

REQUEST FOR SPEAKER

Speaker Requested: _____

Person Making Request: _____ Contact Phone: _____

Assn/Board: _____ Assn/Board Phone: _____

Date Needed: _____

Meeting Location: *Street Address/City/State/Zip and Phone:* _____

Time to arrive: _____ am/pm (*Please indicate time zone if different from Central*)

Program Times: Begins _____ am/pm - Ends: _____ am/pm

Social (*if applicable*): Begins _____ am/pm – Ends _____ am/pm

Greeter: _____ Greeter Cell Phone: _____

Dress Attire: _____

Would like spouse to attend? Yes No Will speaker sit at head table? Yes No

Will the Board/Association pay for the speaker's meal? Yes No

Please provide driving directions to the meeting facility:

Indicate type of program: Regular Membership Meeting: ___ Installation Ceremony: ___

(If this is a Membership Meeting complete Section A of this form; if this is an Installation skip to Section B)

SECTION A:

Expectations of Speaker:

How long would you like for the speaker to speak? ___ (minutes)

What topics would you like for the speaker to address?

Please list what projects/activities the association/board has encouraged members to participate in or supported:

SECTION B (Installation Ceremony):

Please list ALL Officers and Directors (Assn/Board and MLS – both state and local) to be installed, and indicate the office for which they are being installed (You may want to submit on a separate document BUT attach it to this Speaker Request Form):

Will you use the AAR oath of office? Y__ N__

If No - please attach a copy of your local preferred oath of office and send with the completed request form.

Do you wish for this speaker to speak in addition to performing the installation ceremony? Y ___ N ___

If yes – please indicate how long you want the speaker to speak (___ minutes) and list topics you wish to be covered by the speaker:

1. _____
2. _____
3. _____
4. _____
5. _____

Board Contact _____ Office Phone () _____ Cell Phone () _____

If any changes or additional information is needed, report immediately to the above person. Thanks.

Return via e-mail to hope@alabamarealtors.com .