



Office of Mayor-President Monique B. Boulet  
City of Lafayette/Parish of Lafayette

**SPEAKING ENGAGEMENT FORM**

*(Please return completed form within 48 hours of receipt)*

\*Speaker requests should be made at least 2 weeks in advance.\*

Requesting Organization's Information

Name of Organization:

Name of Requestor:

Telephone Number:

Email:

Purpose of Organization:

Event Information

Event Type:

Theme/Focus:

Date of Event:

Event Time:

AM/PM until

AM/PM

Address of Venue:

Description of Mayor-President Monique B. Boulet's participation:

Should a scheduling conflict occur, can another member of the executive team speak on behalf of the Mayor-President? Yes No

Arrival time: AM/PM Speaking time: AM/PM until AM/PM

Assigned Greeter:

Reserved parking provided?

Podium? Yes No Wireless Mic? Yes No Expected Attendance:

Projector or Display Screen? Yes No Indoor or Outdoor? Indoor: Outdoor:

VIPs/Officials of Note:

Event Day Contacts:

Name

Cell Phone Number

\*\* Main Contact:

Additional contact:

Additional contact:

Additional Notes or Special Instructions:

\*Please include copy of agenda and/or order of speakers.\*