



Speaking Request

[Event]

[Date]

Logistics:

- Time of arrival:
 - Time of welcome:
 - Location of welcome:
 - Contact Person:
-

Background of Event:

Schedule of Events:

Composition of Group:

- [Who will be in attendance and approximately how many?]

Introduction of President LaForge:

- [Who will introduce President LaForge and their title?]

Talking Points:

- [What would you like President LaForge to cover during his welcome?]

Notes: