



Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Sponsoring Organization(s): \_\_\_\_\_

Additional Participating Organization(s) or Business/Community Leader(s): \_\_\_\_\_

Purpose of Event (Why would you like CAP to be involved?): \_\_\_\_\_

Anticipated Guest Count: \_\_\_\_\_ Audience Demographics: \_\_\_\_\_

Will the event be filmed or photographed? \_\_\_\_\_ Advertised? \_\_\_\_\_

Advertising Outlets:  Social Media\*  Print Media  E-newsletter  Radio/TV  Website

Event Budget: \_\_\_\_\_ Dress Code:  Formal  Business  Business Casual  Casual

*\*Please provide your social media handles and any hashtags you plan to use for this event.*

### **Speaking Engagement Information**

Staff Member Requested:  Kimberly Hyatt | President & CEO  
 Marcus Haile | Chief Development Officer  
 Allison Galloway-Gonzalez | Chief Program Officer  
 Other \_\_\_\_\_

Type of Speaking Engagement:  Welcome  Brief Remarks  Keynote Address  Closing Remarks  
 Press Conference  Panel Discussion  Other \_\_\_\_\_

Speaking Topic: \_\_\_\_\_

Length of Speaking Engagement: \_\_\_\_\_ Will there be a Q&A session? \_\_\_\_\_

Who will introduce CAP's speaker? (Name & Title) \_\_\_\_\_

Will there be a podium and/or microphone? \_\_\_\_\_

Will CAP be able to collect donations, either cash or in-kind? \_\_\_\_\_

Does CAP need to provide any printed collateral or copy for programs? \_\_\_\_\_

*Please include complete event agenda as an attachment.*