



SPEAKER REQUEST FORM

Event Details

Name of Organization:

Organization Website:

Event Name:

Event Date: Start Time for Speaking Session:

Check-In Time: End Time: Total Time Commitment:

Virtual Platform for Event:

Does speaker need to stay for the full event? Yes No

If onsite, event address:

Type of Request: Keynote Presenter Panelist Moderator
 Other

Who are you requesting to speak at your event?

Paula Gold-Williams Frank Almaraz Fred Bonewell Vivian Bouet

Lisa Lewis Rudy Garza Gary Gold Carolyn Shellman

Paul Barham Other

If your requested speaker is unavailable, would you consider another CPS Energy speaker?

Yes No 2nd Choice:

Who will be introducing the Speaker?

Is there a sponsorship expectation or obligation to participate in this event?

Yes No If yes, explain:

Is your organization currently engaged with CPS Energy for an open bid item?

Yes No If yes, explain:

What costs should CPS Energy anticipate for this event?

Registration Hotel Travel Other

Are there any safety considerations that we should be aware of? Yes No

If yes, please explain:

What is the expected audience size? Will the event be recorded? Yes No

How is your organization promoting this event?

Newspaper Newsletter Website Social Media Press Release
 Other

Is media expected? Yes No

If yes, please specify invited media:

Your Organization

How does your organization align with our mission?

Include any social media handles or hashtags relevant to the organization/event:

Primary point of contact for event details

Name:

Title:

Mobile Number:

Email:

Speaking Related Items

What is the proposed speaking topic(s):

What is the expected attire:

What items do you need for the event:

Speaker's Bio Speaker's Headshot Speaker's Topic Presentation
 Visual Aides Video Content Company Profile

Due date for items requested:

Are there any special audio/visual capabilities we need to be prepared for in advance?

Yes No If yes, explain:

Is tech support available? Yes No

Please provide additional key information for our awareness:

Please provide event agenda, run of show details, and relevant marketing materials in your submission. If these items are not yet available, when are they anticipated?

Provide an attendee list, speaker bios and list of sponsors. If these are not yet available, when are they anticipated?

For onsite speaking requests, please provide a map of venue, highlighting the place where the speaker will be speaking.

Send completed form and attachments to:

Email: cpsenergy@cpsenergy.com

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