



SPEAKER REQUEST FORM

Event Details

Event Name:

Event Date:

Event Location & Address:

Event Time:

Time Commitment (Does speaker need to stay for the full event?):

Specific Speaking Location:

Arrival Time:

Type of Request:

- ☐ Keynote
- ☐ Panelist
- ☐ Presenter
- ☐ Moderator
- ☐ Other

Who are you requesting to speak at your event?

- ☐ Paula Gold-Williams
- ☐ Dr. Cris Eugster
- ☐ Felecia Etheridge
- ☐ Carolyn Shellman
- ☐ Fred Bonewell
- ☐ Vivian Bouet
- ☐ Frank Almaraz
- ☐ Delores Lenzy-Jones

Who will be introducing the Speaker?

What is the Speaker's transition in or out?

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

Please allow 3-5 days for requests to be reviewed. We will reach out to you with next steps as soon as possible.



SPEAKER REQUEST FORM

What costs should CPS Energy anticipate for this event?

☐ Registration

☐ Hotel

☐ Travel

☐ Other

What is the expected audience size?

What is the attire?

Are there any safety considerations that we should be aware of?

☐ YES

☐ NO

If yes, please explain:

Will the event be recorded?

☐ YES

☐ NO

How is your organization promoting this event?

☐ Newspaper

☐ Newsletter

☐ Website

☐ Social Media

☐ Other

Is media expected?

☐ YES

☐ NO



SPEAKER REQUEST FORM

Any other relevant event information not included above:

Your Organization

Name of Organization & Website:

What is your mission:

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

How do you feel your requested speaker aligns with your mission?

Provide contact information for the person that will be meeting the Speaker on-site prior to the speaking engagement.

Name:

Title:

Mobile Number:

Email:

Speaking Related Items

Speaking Time (include date(s) for multiple day events & length of speech/panel):

What items do you need from us & in what Format?

☐ Speaker's Bio

☐ Speaker's Headshot

☐ Speaker's Topic

☐ Presentation

☐ Visual Aides

☐ Video Content

☐ Company Profile



SPEAKER REQUEST FORM

Due date for items requested:

Are there audio/visual capabilities at the venue?

☐ YES

☐ NO

Is Tech Support available?

☐ YES

☐ NO

What items are available?

☐ Wireless Mic (Preferred)

☐ Wired Mic Podium/Stand

☐ Podium

☐ Other

- **Please attach the event agenda & any other marketing materials to your emailed response. If these 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?**
- **Provide a map of the venue highlighting the place where the Speaker will be speaking. If this is not yet available, when is a map anticipated?**

Send completed form and attachments to:

Loretta Kerner | Manager, Executive Brand & Outreach
Email: akerner@cpsenergy.com | Phone: 210.353.2405

AND

Unity Puente | Manager, Executive Brand & Outreach
Email: upuente@cpsenergy.com | Phone: 210.353.2840