



SPEAKER REQUEST FORM

Event Details:

Name of Organization:

Organization Website:

Event Name:

Event Date:

Event Time:

Virtual Platform for Event:

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

Check-In Date:

Check-In Time:

Type of Request:

Keynote

Presenter

Panelist

Moderator

Other

Who are you requesting to speak at your event?

Rudy Garza

Vivian Bouet

Benny Ethridge

Kathy Garcia

Deanna Hardwick

Cory Kutchinsky

Lisa Lewis

Rick Lujan

Richard Medina

Shanna Ramirez

Melissa Sorola

Other

Who will be introducing the Speaker?

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

Yes

No

Explain:

What costs should CPS Energy anticipate for this event?

Registration

Hotel

Travel

Other

What is the expected audience size?

What is the attire?



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

If yes, please explain:

Will the event be recorded? Yes No Is media expected? Yes No

How is your organization promoting this event?

- Newsletter Newspaper Social Media Website
- Other

Any other relevant event information not included above:

Your Organization:

How does your organization align with our mission?

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

Primary point of contact for event details:

Name:

Title:

Mobile Number:

Email:



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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 | |

File Format(s) Needed:

Due date for items requested:

Are there any special audio/visual capabilities we need to be prepared for? Yes No

If Yes, please explain:

Is Tech Support available? Yes No

What items are available? Wireless Mic Wired Mic Podium/Stand Podium

Other

Please attach event agenda & any other marketing materials to your emailed response. If these are not yet available, when are they anticipated?



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

Provide a map of 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:

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

Physical Address:
500 McCullough
San Antonio, TX 78215

Mailing Address:
PO Box 1771
San Antonio, TX 78296-1771

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