



## Speaker & Presentation Request

**Please complete and return to Amanda Harkins by FAX at 407-685-9876 or e-mail to [amanda.harkins@occc.net](mailto:amanda.harkins@occc.net).**

Day and date of presentation: \_\_\_\_\_

What time will the presentation be held? \_\_\_\_\_

Where will the presentation be held (give name of facility and street address)? \_\_\_\_\_

Is there anything specific your group would like to know about the convention center? \_\_\_\_\_

How much time will the presenter have? \_\_\_\_\_

What is the target audience (students, community group, business group, etc.)? Please be specific: \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

Name of group making request: \_\_\_\_\_

Person to contact for more information: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact e-mail \_\_\_\_\_

For office use only:  
Date request received: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date assigned: \_\_\_\_\_