



City College of San Francisco Request for Speakers Form

I would like to take advantage of the FREE Speakers Bureau of City College of San Francisco. This request is submitted at least three weeks prior to my event.

Name: _____ Today's Date: _____

Organization: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

EVENT DETAILS

Date of presentation: _____ Time: _____

Place: _____

Type of event: _____ Length of talk: _____

Number of people attending: _____ Will there be a meal? _____

The Speaker(s) and Topic(s) I am requesting for my event are:

Name of Presenter: _____

Topic: _____

Should the above Speaker not be available, an alternate Speaker and Topic are:

Name of Alternate Presenter: _____

Topic: _____

Please return this form to Martha Lucey, Dean, Marketing and Public Information, City College of San Francisco, Box S-194, 50 Phelan Avenue, San Francisco, CA94112. For further information, please call Maria Hyman.
Telephone: (415) 239-3681. Fax: (415) 452-5150. Email: mhyman@ccsf.edu.

FOR SPEAKERS' USE ONLY

Speaker's Name: _____

_____ YES, I am available to speak . _____ NO, I am unavailable.

SPEAKERS SHOULD RETURN THIS COMPLETED FORM TO THE PUBLIC INFORMATION OFFICE
BOX S-194, OCEAN CAMPUS, TWO WEEKS PRIOR TO THE EVENT.