USE YOUR VOICE TO SHAPE THE FUTURE

Checklist for requesting a public official to speak at your event

Some public officials offer a web form where you can submit a request for them to come speak at your event. The following checklist was developed from one such form used by a state senator's office.
Make sure you are ready to address all these possible questions when you reach out and ask them to speak.

- ☐ Your Name:
- ☐ Organization Name:
- ☐ Your Phone Number:
- ☐ Organization Website:
- ☐ Event Name:
- ☐ Expected Number of Attendees:
- ☐ Event Description:
- ☐ Event Date:
- ☐ Event Time:
- ☐ Event Location:
- ☐ What is the speaking format?
- ☐ What time would you like the Senator to speak?
- ☐ How long would you like the Senator to speak?
- ☐ When do you need to hear back by?
- ☐ Who is the audience for this speech?
- ☐ What message(s) do you want the Senator to deliver to this audience?
- ☐ Why do you think the Senator is an ideal person to deliver this message?
- ☐ Please list any other elected officials who have been invited or confirmed to speak?
- ☐ Will there be any additional rehearsals, technical checks, pre-recordings, or preparation meetings in addition to the event?

Source: The WA-SEN Guidebook, available from wa-sen.org