The Maryland Food Bank appreciates your interest in our work. In order to determine whether or not we can accommodate your request for a speaker, please provide the requested information below. Please note: requests for speakers must be submitted at least four (4) weeks prior to your event. **Completion of this form does not guarantee a speaker.**

**Contact Information:**
Organization: __________________________________________________________________________
Contact Name: __________________________________________________________________________
Contact Position: __________________________________________________________________________
Contact Phone: __________________________________________________________________________
Contact E-mail: __________________________________________________________________________
Website URL: __________________________________________________________________________

**Please Describe Your Event or Program:**
Name of Event: __________________________________________________________________________
Date of Event: __________________________________________________________________________
Time of Event: __________________________________________________________________________
Name and Address Where Event Will Take Place: ______________________________________________________________________________________

What is the Theme/Purpose of the Event (please attach additional info if necessary): ______________________________________________________________________________________

Proposed Topic(s): __________________________________________________________________________

Length of Expected Presentation: __________________________________________________________________________
Presentation Format (panel, speech, roundtable, etc.): __________________________________________________________________________
Other Invited Speakers: __________________________________________________________________________

**Audience Composition:**
Approximate size of audience expected: __________________________________________________________________________
To what level of experience is this program directed: __________________________________________________________________________
To what specific type of audience is this program directed: __________________________________________________________________________

**Written Materials/Biography (if applicable):**
Due date for written materials and biography: __________________________________________________________________________
E-mail address where written materials and biography should be sent: ________________
Audio/Visual Equipment:
Is audio/visual available to be used: _________________________________
Due date for submission: _________________________________
Contact person for audio/visual arrangements: _________________________________
Will this event be videotaped, recorded or transmitted live on social media? If so, please provide access information: _________________________________

Please provide any additional information pertinent to this request, including information from past events such as a list of former speakers.