



MARYLAND FOOD BANK

UNTIL HUNGER ENDS.

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.