

SPEAKER REQUEST FORM

COMPANY INFORMATION

Name: _____
Company: _____
Address: _____
Phone: _____
Email: _____

Are you a Halifax Chamber
of Commerce member?

- Yes
 No
 I don't know

SPEAKER INFORMATION

Name: _____
Company: _____
Title: _____
Proposed Topic: _____
Topic Description – Approx. 200 words: _____

Speaker Fee: _____ N/A

Is the speaker represented by a speaker's bureau? Yes No

Will this speaker be presenting to another audience within 3 months before or after the proposed event date?

Yes No

If so, When? _____

Where? _____

To Whom? _____

EVENT INFORMATION

Proposed Event Date(s): _____

Preferred Event Time: Breakfast Lunch Evening

Expected Audience Attendance: 10-25 25-50 50-100 100-200 200+

TO SUBMIT

Please email the completed form to Becky Davison, Marketing Manager – becky@halifaxchamber.com
or fax it to (902) 468-7333.

NOTE

- Speaker request forms are reviewed monthly. Please allow 2-4 weeks response time from submission date.
- Kindly note our speaker roster typically fills up 3-6 months in advance.
- All speaker events must have an associated sponsor. Sponsor levels vary depending on the event. If you cannot self-sponsor, the Chamber requires 4-6 potential leads. If a sponsor cannot be secured, the Chamber will be unable to move forward with the event.