



## Speaker Request Form

FOR USE BY COVERED CALIFORNIA  
STAFF ONLY:  
CC file #:  
Intake by:  
Intake date:  
Speaker assigned:  
Date materials sent:

Please complete as much information as you have about your event and speaker requirements and e-mail it to: Kelsey Lindelof, Stakeholder Engagement, Covered California at [Kelsey.Lindelof@covered.ca.gov](mailto:Kelsey.Lindelof@covered.ca.gov)

Date:

### About Your Organization:

Sponsoring Organization:

Type of Organization:

Contact Name:

Contact Position:

Contact Phone/Fax Number:

Contact E-mail:

Contact Address:

Website URL:

### Please Describe Your Program:

Date of Program:

Time of Program:

Location of Program

Name of Program:

What is the Theme/Purpose of the Program:

Requested Speaker (if you are interested in a particular speaker):

Proposed Topic(s):

Time of Speaker's Presentation:

Length of Presentation:

Presentation Format (panel, speech, roundtable, etc.):

### **Audience Composition:**

Approximate Size of Audience Expected:

Is this program directed to consumers, stakeholders, health care practitioners, employers, other?

Languages Needs?

Will this event be videotaped?

Expected Media Coverage?

### **Written Materials/Biography:**

Due Date for Written Materials & Biography:

E-mail address where written materials & biography can be sent: Audio/Visual Equipment:

If audio/visual is used, is the sponsor capable of making arrangements?

Due Date for Submission:

Contact Person for audio/visual arrangements:

**Additional Details:** (i.e. directions, how early the speaker should arrive, where to report upon arrival etc.)

**Please attach an agenda for your event.**