



## AzFRW SPEAKER REQUEST FORM

*\*Check speaker availability before submitting form to AzFRW President for approval*

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Name of Club: \_\_\_\_\_

Person you are Inviting: \_\_\_\_\_

\*Is She Available? \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Event Will Begin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Topic for Speaker: \_\_\_\_\_

Length of Speech or Workshop: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Other Speakers at the Event: \_\_\_\_\_

Attire: \_\_\_\_\_

If, due to distances involved, an overnight stay will be necessary, will your Club/Region pay for a room or host the speaker in a home? \_\_\_\_\_

***For AzFRW Officers, other than the President, only mileage expense is reimbursed if travel expense is approved.***

Once you have contacted the speaker and confirmed she is available, please promptly submit this form to the AzFRW President at least one month ahead of the event. The President's approval will be communicated to you once she approves your request. **Send to AzFRW President at: [president@azfrw.com](mailto:president@azfrw.com).**

**Questions? Please contact President Cindy Casaus at 602-300-4185.**

Approved by President:                      **Yes No**    Date: \_\_\_\_\_

Copy of Approval sent to Treasurer:    **Yes No**    Date: \_\_\_\_\_