

HLCM Speaker Request Form

Speaker Requested: _____

What is the purpose of the event? _____

When and where will it be held? _____

Who is sponsoring/hosting the event? _____

Is the event a fundraiser? Yes No

If yes, for whom or what? _____

What is the subject matter of the speech? _____

Speech length: _____ minutes Number of attendees expected? _____

If someone other than the person extending the invitation is paying for the speaker's participation, please explain (see note below): _____

Is non-local travel involved in the speaker accepting this invitation? Yes No

If yes, who is paying for the speaker's travel? _____

Other (please explain) _____

Identify categories of other invitees - e.g., state or local elected officials, key community leaders or other individuals that should be recognized, the media, etc.? _____

Mail, fax or email completed form to:

Hispanic/Latino Commission of Michigan
611 W. Ottawa Street, 4th Floor
Lansing, MI 48933
FAX: (517) 373-0176
EMAIL: hlcom@michigan.gov