



# Speaker Request Form

Would you like someone from The Idaho Foodbank speak to your group? If so, please fill out this form with as much information as you can. We will contact you. Thank you for your interest in the Foodbank.

Date of request \_\_\_\_\_

Closest Idaho Foodbank facility:

Boise \_\_\_\_\_

Pocatello \_\_\_\_\_

Lewiston \_\_\_\_\_

Date and time of presentation \_\_\_\_\_

Contact information:

Name of organization \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone \_\_\_\_\_

Alternate phone \_\_\_\_\_

Contact person at event:

Name \_\_\_\_\_

Cell phone \_\_\_\_\_

Location of speech:

Name of location or building \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Special parking/entrance/security instructions:

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Type of speaking engagement

*(Drop-down menu for: general information, fundraiser, children, nutrition programs, volunteer opportunities, food drive, event, food/farm donations)*

Length of speech requested \_\_\_\_\_ Number of attendees expected \_\_\_\_\_

Audience type (adults, children, mixed) \_\_\_\_\_

Attire \_\_\_\_\_

Please provide us with a short description of the event, who will be present (including staff, supervisors, teachers, etc.)

\_\_\_\_\_

Do you plan to contact the media? \_\_\_\_\_

AV equipment provided \_\_\_\_\_

Would you like us to bring a PowerPoint presentation? \_\_\_\_\_

Would you like us to bring a video presentation? \_\_\_\_\_

If yes to either of the above, what AV equipment will you provide?

Computer \_\_\_\_\_

Projector \_\_\_\_\_

Screen \_\_\_\_\_

None \_\_\_\_\_

If none, does the Foodbank need to provide the equipment? \_\_\_\_\_

Would you like us to bring handout materials? (brochures, fact sheets, volunteer opportunities)

\_\_\_\_\_

I would like to be added to The Idaho Foodbank mailing list for:

Foodbytes (e-newsletter) \_\_\_\_

Volunteer newsletter \_\_\_\_

Hunger Alert email blasts \_\_\_\_

Additional information:

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We will respond to your speaker request within one business week. Additional Foodbank information is on our website [www.idahofoodbank.org](http://www.idahofoodbank.org).