



## SPEAKING ENGAGEMENT REQUEST

EMPLOYEE NAME: \_\_\_\_\_

NAME OF EVENT AND ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

APPROXIMATE LENGTH: \_\_\_\_\_

DESCRIPTION OF EVENT AND ORGANIZATION:

ORGANIZATION'S CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

APPROVED \_\_\_\_\_

DECLINED \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
AMBER EIKEL, KTVU VICE PRESIDENT OF NEWS

KTVU EMPLOYEES ASKED TO SERVE AS AN EMCEE OR SPEAKER AT A PUBLIC OR PRIVATE EVENT MUST FIRST  
SUBMIT THIS FORM AND RECEIVE APPROVAL FROM THE VP OF NEWS PRIOR TO THE EVENT.