

# Speakers Bureau Request Form

Complete the form below to request a speaker for your organization/event.

**Please provide the following information:**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person for this Request: \_\_\_\_\_

Contact Email (required): \_\_\_\_\_ Phone #: \_\_\_\_\_

Preferred Event Day/Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Topic(s) of Interest: \_\_\_\_\_

Anticipated Number in Attendance: \_\_\_\_\_

Target Audience: \_\_\_\_\_ Median Age of Audience: \_\_\_\_\_

Please tell us about your group: \_\_\_\_\_

**Event Location:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Would you like additional materials regarding our System or healthcare services?**

If so, please list specific areas of interest: \_\_\_\_\_

## How To Submit The Form:

The completed form can be submitted via mail -or- email (*see contact info below*):

**MAIL:**

Houston Healthcare

**ATTN: Marketing Dept / Speakers Bureau**

1601 Watson Boulevard

Warner Robins, GA 31093

**EMAIL:**

**marketing@hhc.org**

## After Receiving Your Request:

The Marketing Department will review the request, verify a speaker's availability, and send a speaking engagement confirmation/denial to the email listed above.

*For additional questions or more information, please contact Houston Healthcare's Marketing Department at:*

Phone: **(478) 975-6585**

Email: **marketing@hhc.org**



HOUSTON HEALTHCARE