



Request for Speaking/Presenting Information

Stephanie Elizalde, Ed.D.

Superintendent of Schools, Dallas Independent School District

Please submit a one-paragraph description of your organization's background AND 8 – 10 bulleted talking points with this form. The speaker form is due within 3 business days of receipt.

NOTE: The superintendent does not accept any gifts or honorariums for speaking

Event Title:	
Requesting Organization/Address:	
Contact Name and Phone:	
Date of Event/Time (begin/end):	
Theme:	
Time speech begins & exact length of speech:	
Other presenters / speakers / panelists:	
Where & with whom will superintendent be seated:	
Type / Number of Participants:	
Specific Issues to Cover:	
Other information:	
Site Information / Building:	
Address:	
Site Phone Number:	
Specific Location (room & floor):	
Room Set Up:	
Items to be Taken:	
Directions (attach map):	
Parking: specifics - valet, VIP, coned-off area, etc.:	
Comments:	