**Speaking Engagement Request Form**

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*Please send completed form to Brandy Shine at* [*Bshine@brookings.edu*](mailto:EAnderson@brookings.edu)*.*

Sponsoring Organization

**Name:**

**Website:**

**Address:**

**Brief Org. description:**

Point of Contact

**Name:**

**Phone:**

**Email:**

**Assistant (name, number, email):**

Event Information

**Date(s):**

**Time (duration):**

**Are event date(s)/time(s) flexible?**

**Location or virtual:**

**Type (Panel, webinar, keynote, lecture, etc.):**

**Video or audio:**

**Media invited (please list)?**

**Social media presence (please list):**

**Open to mutual promotion with the Brooking Institution?**

Description of event (incl. list of panelists, moderators, send bios if available):

Presentation Information

Audience Information

**Event open to public or invite-only:**

**Target audience:**

**Estimated number in audience:**

Additional Information (list proposed questions):

Request Information

**Presentation slides:**

**Draft due date:**

**Final due date:**