

# Novato Fire District

## Official Speaker Request Form



Please Fax or E-mail form to: Jeanne Villa  
Fax number: (415) 878-2660  
E-mail address: [jvilla@novatofire.org](mailto:jvilla@novatofire.org)

Event Name:

Affiliated Organizations (if applicable):

Event Date:  Event Time:

Event Location:

Address:

City:  State:

Location Phone:  Location Fax:

Will Speaker be required to attend event in its entirety:

Will the event be indoors or outdoors?

Type of Event:  Attire:

Reason for the Event:

History of the Event:

Event Contact Person/Position:

Phone (Work):  (Home)  (Mobile)

**Mailing Address:**

**City:**  **State:**  **Zip:**

**Email:**

**Other Event Contact (in case of emergency):**

**The role of the Fire Official:**

**Other officials or special guests to attend:**

**Target Audience:**

**Number of Attendees?**  **Open to Public?**  **Media to attend?**

**Who else will be speaking? (Names and Titles)**

**Approximate time at which the Fire Official will be speaking:**

**Who will introduce the Speaker? (Name/Title)**

**Other event notes:**

***For Office Use Only:***

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***Who will attend the event?***

***Date:***

***Approved by:***

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