

ARIZONA DEPARTMENT OF HOUSING
Speaker Scheduling Form



**Use Tab Key to navigate from one field to the next.
When completed, "SAVE" and send or print the saved file.**

This form is used for scheduling purposes only. Completion and submittal of this request does not guarantee ADOH staff attendance at your meeting/event. Once the request has been approved, you will be required to complete a comprehensive Speaker Confirmation Form. **NOTE: WE CANNOT COMMIT TIME MORE THAN SIX WEEKS IN ADVANCE FOR THE AGENCY'S DIRECTOR.**

To expedite your request, complete the form, save as an attachment, and e-mail it to the ADOH Public Information Officer, or fax it to (602) 771-1002. Questions regarding this form should be directed to the Public Information Officer at (602) 771-1000.

Speaker requested, if known

Date of event

Time of event

Event name

Briefly describe purpose of event

Level of participation

KEYNOTE **WELCOME** **PANEL**
OTHER *Describe*

Location of event

Primary contact person

Organization/Business

Address

Phone number

FAX number

E-mail

Expected attendance #

Who will be there?

Please include a draft agenda/itinerary and a copy of event program, if available.

1110 West Washington, Suite 280 ■ Phoenix, AZ 85007
(602) 771-1000 ■ FAX (602) 771-1002
www.azhousing.gov