



Speaker Request Form

Please complete this form completely and thoroughly. Doing so will help us to customize your event. The speaking engagement will not be confirmed until this form is received by the Sewer District and confirmation has been affirmed by the host group.

Please return the completed form to Ebony Hood via email (preferred), fax or mail:

hoode@neorsd.org (216)881-7644 fax 3900 Euclid Ave Cleveland OH 44114

For questions, call Ebony Hood at 216-881-6600 ext. 6811

Your organization name, address, and phone number	
Contact name, address, email and phone number (Please include a cell phone number in case of emergency on the day of the speaking engagement)	
Will the presentation be given at the organization address listed above? If not, please provide the name and address of the speaking engagement.	
Please provide specific parking details and how to enter the building, if applicable	
What topic(s) would you like to be discussed? Please be specific.	
Date and time of presentation	
How much time is allotted for the presentation? Does this include a Q&A session? If so, please provide the time available for the Q&A session	



Combined what is the length of the presentation?	
Describe the audience. Please be as specific as possible.	
Audience Size	
The District speaker may use a PowerPoint presentation and bring his/her laptop. Does your facility have the ability to accommodate a PowerPoint presentation? Does your facility have a projector and screen?	
Are there any additional details that you feel may be necessary for this event?	