



Please complete this form and return to:

Beavercreek Police Department
Attn: Community Engagement Officer
1388 Research Park Drive
Beavercreek, OH 45432

SPEAKING ENGAGEMENT/APPEARANCE REQUEST

To assist the Beavercreek Police Department in serving your needs, please complete this form as part of any invitation for a member of the Department to speak at or attend an event or special meeting. The Beavercreek Police Department attempts to accommodate most requests that support the mission of the Department and appreciates your patience during the speaking engagement approval process. As a general guideline, **we request 14 days advance notice** of any event.

Name of Organization Making Request:

Nature/Mission of Organization:

Person to Contact:

Contact Email:

Contact Telephone Number:

Date of event:

Time of Event:

Alternate Date/Time:

Location of Event:

Topic(s) to be discussed/Reason for Request:

Time Allotted for Speech/Appearance:

Number of Attendees:

Requested Speaker (if known): Substitute Acceptable? YES NO

Additional Comments/Special Instructions: Please note any special instructions (e.g. photograph, biography, audio visuals requested, etc...) for the speaker in the space provided.

FOR INTERNAL USE ONLY

Received By:

Date Request Submitted:

Approved By:

Date Approved:

Assigned To:

Incident Number:

TO BE COMPLETED BY PRESENTER

Confirmed By:

Date:

Speech/Appearance By:

Date:

Start time:

End Time:

Total Time:

Total Attendees:

Presenter's Notes:

When completed, return to Community Engagement Officer

Tracking Completed by Community Engagement Officer (Signature):