



**Please complete this form and return to:**

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

**SPEAKING ENGAGEMENT/APPEARANCE REQUEST**

To assist the Beaver Creek 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 Beaver Creek 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):