

**PHI THETA KAPPA  
CAROLINAS REGION  
SPEAKER REQUEST FORM**

Thank you for requesting a speaker from the Carolinas Region Speakers Bureau. The Carolinas Region's Regional Coordinator, Beth Carraway, will use the information you provide to identify potential speakers for your event. Filling in the form completely will make it easier to meet your needs.

**IMPORTANT:**

Make your request a minimum of eight weeks before your event. This will give all of those involved time to make all necessary arrangements.

**YOUR EVENT**

Date / Time \_\_\_\_\_ / \_\_\_\_\_ AM PM

Location \_\_\_\_\_

Street Address \_\_\_\_\_

City / Zip Code \_\_\_\_\_ / \_\_\_\_\_

Purpose Induction Orientation Other \_\_\_\_\_

Topic Motivation Honors Study Topic Servant Leadership

Minimum / Maximum Length \_\_\_\_\_ / \_\_\_\_\_ minutes

Dress Code Professional Business Casual Social Casual

**YOUR CONTACT INFORMATION**

Name \_\_\_\_\_

Email \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**OVER**

**SPECIAL REQUESTS**

Is there someone you would like to request? Perhaps a regional officer, an advisor, or an alumni association member? Great! While a special request is not guaranteed, the members of the speakers bureau are enthusiastic about Phi Theta Kappa and giving back. The Regional Coordinator will make every effort to fulfill special requests, but asks that you understand if it is impossible due to constraints on a speaker's availability.

If it isn't a person, but a topic not listed above, you can note that information here as well, so that the Regional Coordinator can identify a great speaker for your event. Just provide as much information about the topic as possible so the best possible speaker can be identified for your event.

---

---

---

---

---

---

---

---

---

---

RETURN COMPLETED FORM VIA EMAIL TO: [beth.carraway@hgtc.edu](mailto:beth.carraway@hgtc.edu)

OR MAIL TO:

Beth Carraway, Coordinator,  
Phi Theta Kappa Carolinas Region,  
Horry-Georgetown Technical College,  
4003 S. Fraser Street,  
Georgetown, SC 29440.