



CSLB Speakers Bureau Request

TODAY'S DATE	EVENT DATE	EVENT TIME	ALTERNATIVE DATE AND TIME	
NAME OF YOUR ORGANIZATION			TYPE OF ORGANIZATION <i>(trade, consumer, etc.)</i>	
MEMBERSHIP INTERESTS / CONCERNS				
TYPE OF EVENT <i>(monthly dinner meeting, conference, etc.)</i>			WHERE WILL THE SPEECH FIT INTO THE PROGRAM?	
TOPICS OF INTEREST				
LANGUAGE OTHER THAN ENGLISH?			TRANSLATOR AVAILABLE?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
DESIRED LENGTH OF SPEECH	TIME FOR QUESTIONS AND ANSWERS (Q&A)?		LENGTH OF TIME FOR Q&A	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
TIME SPEAKER SHOULD ARRIVE	ANTICIPATED AUDIENCE SIZE	IS PARKING AVAILABLE?	IS PARKING FREE?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
EVENT ADDRESS AND ROOM				
AVAILABLE EQUIPMENT				
<input type="checkbox"/> PowerPoint™ projector <input type="checkbox"/> Computer <input type="checkbox"/> Screen <input type="checkbox"/> Table for materials				
CONTACT NAME			CONTACT EMAIL	
CONTACT PHONE NUMBER <i>(Include area code)</i>			CONTACT FAX	
CONTACT ADDRESS <i>(Include street, city, state, and zip code)</i>				

Please print out and fax or scan and email your request at least three (3) weeks in advance to:

Contractors State License Board
 Attn: Public Affairs Office
 Fax: 916.255.1395
 Email: jane.kreidler@cslb.ca.gov