



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