

# Arizona Supreme Court

## Speaker Request Form

Please complete and submit the form below to request an Arizona Supreme Court Justice to speak at your upcoming event. Speaker requests are added to a weekly business meeting agenda and you will be contacted as soon as a decision is made.

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Justice Requested: \_\_\_\_\_

*To be completed by Court Staff*

Organization

Requesting Speaker: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_

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### Event Details

Public \_\_\_ or private \_\_\_ event?      Will media be present?    Y    N      Expected # of attendees: \_\_\_\_\_

Speaker's arrival time: \_\_\_\_\_      Role Begins: \_\_\_\_\_      Role Ends: \_\_\_\_\_

Role of Speaker: \_\_\_\_\_

Topic: \_\_\_\_\_

Length of presentation: \_\_\_\_\_

*\*Please attach agenda/program materials of event if available.*

Event Location:  
*meeting room,  
parking, address,  
cross streets and  
driving instructions*

Speaker Bio Needed?    Y    N

\*Will pictures be taken at event?    Y    N

If so, when? \_\_\_\_\_

*Staff may request copies of photos for use on web and publications.*

**Contact Information**

Main Contact Name/Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Secondary Contact Name/Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please include any additional information below.

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*To be completed by Supreme Court Staff*

Approved by: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_

Bio Sent: \_\_\_\_\_

Materials Sent: \_\_\_\_\_

Added to events calendar by: \_\_\_\_\_

cc: Court Security Manager and Communications Unit

Notes: