



THE SCHOOL DISTRICT OF LEE COUNTY

SPEAKING REQUEST FORM

To Request a School Board Member

For School Board Member speaker requests, please return completed forms to Susan Johnson, School Board Office Manager, at 2855 Colonial Boulevard, Fort Myers, FL 33966, or via email to SusanMJ@leeschools.net. Please submit at least one month prior to the event. If you have any questions, please call (239) 337-8303.

To Request the Superintendent or other District Staff

For Superintendent or other district staff speaker requests, please return completed forms to Cassandra Bishop, Executive Secretary, at 2855 Colonial Boulevard, Fort Myers, FL 33966, or via email to CassandraLB@leeschools.net. Please submit at least one month prior to the event. If you have any questions, please call (239) 337-8185.

Please contact us with any necessary updates or changes prior to event.

Name of speaker requested: _____

Name of Event: _____

Brief description of organization and event (include Web site, if applicable): _____

Date of Event: _____ Preferred arrival time: _____

Start time: _____ End time: _____

Event address (site and room, if applicable): _____

Parking arrangements and special directions: _____

Preferred length of speech: _____

Audience size and description: _____

Audio and visual equipment onsite (check one): Yes No

Suggested main points (is there a particular topic that should be addressed? Does the group have any special causes or concerns to be addressed?)

1. _____

2. _____

3. _____

Will there be a question and answer session following speech (check one): Yes No

Event Contact Information:

On-site contact name and cell phone number: _____

Title: _____

Event contact person: _____

Title: _____

Contact phone and e-mail: _____

Form completed by:

Name: _____

Title: _____

Phone and e-mail: _____

Date: _____

