



# Request for Speaker

Members of the SBA staff frequently conduct presentations to the public, small business groups, chambers of commerce, schools, colleges, trade associations, local government events, etc. on SBA's Programs, Resources and other small business related topics. In addition, SBA staff is available for panel discussion or staff a booth. All services are free of charge.

Typically, SBA presentations may take anywhere between 20 minutes to four hours or more depending upon your desired subject matter and the amount of detail you require. Use the following times for planning purposes but confirm exact time with your speaker. Each presentation includes a Power Point presentation if desired and all attendees will be supplied free, informative small business material in general plus specific information to the topic.

- General SBA Programs and Services: 20, 30, 40 and 60 minute presentations
- SBA Capital Access Programs: 30, 45, 60 and 90 minute presentations
- SBA Procurement Programs: 40, 60 and 90 minute presentations

Please note that it is SBA's policy to not execute any "Speaker Agreement/Ethics Statement" when presenting at an event. All SBA employees are guided by the Standards of Ethical Conduct for Employees of the Executive Branch of the United States Government - Regulation 5 C.F.R. Part 2635.

**PLEASE COMPLETE THE FOLLOWING INFORMATION AND EMAIL TO [ARIZONA@SBA.GOV](mailto:ARIZONA@SBA.GOV). Make sure the form is completed detail, signed accepting SBA guidelines for presentation, and allow 48 hours for a response. You may also call our front desk for questions (602) 745-7200 Please print.**

Name of Requestor:		Phone Number:	Fax Number:
Email address:		Date of Event:	Time Allotted to Speaker:
Name of Group or Organization:			
Name of Event:		Event Theme:	
Event Location:			Agenda is Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
Web link or URL to event information:		Is this event open to the public and are you charging a fee for attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will we have help loading/unloading SBA equipment and handouts? <input type="checkbox"/> YES <input type="checkbox"/> NO		Can SBA set-up SBA Banner, Displays, Signs, etc? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the request for a (check all that apply) <input type="checkbox"/> Key Note Speaker <input type="checkbox"/> Breakout <input type="checkbox"/> Panel Participation <input type="checkbox"/> Booth <input type="checkbox"/> Other:.....			
Are you looking for a specific SBA speaker? <input type="checkbox"/> NO <input type="checkbox"/> YES: Name:.....			
Desired Topic for Speaker (Be Specific):			
No. of Attendees:	Description of Attendees:		
		Do you require from the Speaker: <input type="checkbox"/> Bio <input type="checkbox"/> Picture <input type="checkbox"/> Other (describe)	
Audio Visual Equipment: Is a projection screen and electrical outlet available for SBA use? <input type="checkbox"/> YES <input type="checkbox"/> NO Is any of the following available? <input type="checkbox"/> Audience Microphones? Number:..... <input type="checkbox"/> Podium with Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Advancer <input type="checkbox"/> Approximate Screen size:..... BY.....			
Do you require a copy of the Power Point presentation prior to the event? <input type="checkbox"/> YES <input type="checkbox"/> NO			Laptop or PC Availability? <input type="checkbox"/> YES <input type="checkbox"/> NO
If Panel participation, please identify other panelists:			

X \_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date