



CSLB Speakers Bureau Request

TODAY'S DATE		EVENT DATE		EVENT TIME		ALTERNATIVE DATE AND TIME	
NAME OF YOUR ORGANIZATION						TYPE OF ORGANIZATION (trade, consumer, etc.)	
MEMBERSHIP INTERESTS / CONCERNS							
TYPE OF EVENT (monthly dinner meeting, conference, etc.)						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 (Include area code)				CONTACT FAX			
CONTACT ADDRESS (Include street, city, state, and zip code)							

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: social@cslb.ca.gov