

Commissioner Devan Allen Speaking Invitation Form

Thank you for inviting Tarrant County Commissioner Devan Allen to speak at your upcoming event. Please complete and submit this form to ensure your request is addressed in a timely manner. Nan Taylor, Office Administrator, will follow up to confirm the Commissioner’s availability. Any attachments may be sent to lmaldonado@tarrantcounty.com.

- Organization Name: _____
- Brief Description of Organization’s Mission: _____

- Brief Description of Event: _____

- Event Name: _____
- Is this an annual event? yes No • If yes, please list the anniversary year: _____
- Date of Event: _____
- Time of Event: _____
- **In-Person:**
 - Name of Event Location: _____
 - Physical Address of Event Location: _____
 - What is the nearest Cross Road? _____
 - Parking Instructions: _____
 - Building Access and Location of Check In: _____
 - What time would you like Commissioner Allen to arrive? _____
- **Virtual:**
 - Name of Virtual Platform: _____
 - Please provide details (Links, Access Codes, etc.)

 - What time would you like Commissioner Allen to sign on? _____
- Type of remarks (keynote, welcome, panelist, or other. If other, please specify.) _____

- Please describe the Audio/Video Set Up of Event: _____
- Time Slot on Agenda for Commissioner Allen to Speak: _____
- Preferred Length of Speech _____
- Expected Size of Audience: _____
- Type of Audience (Students, Business Leaders, etc.): _____

- Specific Attire (if other than Business): _____
- What specific issues or topics Commissioner Allen should include in her remarks? _____

- Requestor's Name: _____
- Requestor's E-mail Address: _____
- Requestor's Phone Number: _____
- Is the Commissioner's Biography Needed? Yes No If yes, please provide the deadline this information should be sent by. _____
- Is the Commissioner's photo needed for Program or Promotional Purposes? Yes No If yes, please provide the deadline this information should be provided by. _____

Please forward agenda / program with this request form and submit to lmaldonado@tarrantcounty.com at least two weeks prior to the event.