



## Speaker Request Form

Thank you for your interest in having a Space Center Houston speaker at your event. In order to help us facilitate your request, please complete and submit the following form (and any corresponding attachments) to [communications@spacecenter.org](mailto:communications@spacecenter.org) at **least 2 months prior to the event**. Completing this information does not guarantee acceptance of your request.

Space Center Houston is a nonprofit science and space exploration learning center owned and operated by the Manned Space Flight Education Foundation. It is the Official Visitor Center for NASA Johnson Space Center. For more information, visit [www.spacecenter.org](http://www.spacecenter.org).

### Part 1: Event Organizer

Name of Organization  
Submitting Request:

Event Sponsor(s):

For Profit/Not for Profit:

Coordinator/Point of Contact:  
*(Name, title, email, office phone, cell phone)*

### Part 2: Event Details

Event Name/Title:

Event Location:

Event Date/Time:

Event Type:  
*(conference, dinner, small group, etc.)*

Event Purpose/Goal:

Event Website:  
*(if applicable)*

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## Part 3: Presentation/Speech Details

Requested Topic:

Presentation Format:

*(keynote address, roundtable, panel, etc.)*

Expected Duration:

*(30 minutes, 1 hour, etc.)*

Question and Answer:

*(Will the speech be followed by a Q&A session?)*

## Part 4: Audience Details

Audience:

*(Approximate size of audience. Also briefly describe its make-up and if membership is required to attend.)*

Honorable Guests:

*(List names and titles of members of Congress, CEOs, or other VIPs participating in, or attending the event.)*

Media:

*(Will media be invited? If so, will the event be open or closed press? Also describe and submit media list.)*

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### Part 5: Additional Information

Deadline for Acceptance:

Cost of Attendance:

*(please include member and non-member price, if applicable)*

Offer of Payment/

Reimbursement:

*(none, dining, lodging, travel, etc.)*

Disclaimer/Release Form:

*(Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.)*

**Please submit this completed form, program agenda and any corresponding attachments to [communications@spacecenter.org](mailto:communications@spacecenter.org). Please submit speaking requests at least 2 months prior to the event.**

Thank you for completing the form and for your interest in Space Center Houston.