

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 the Manager of Communications, Rashena Franklin at rfranklin@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.



Event Organizer

Name of Organization Submitting Request

Event Sponsor(s)

Coordinator/Point of Contact Name and Title

Email Office Phone Cell Phone

For Profit Not for Profit

Event Details

Event Name/Title

Event Location

Event Date and Time Event Type (conference, dinner, small group, etc.)

Event Purpose/Goal

Event Website

[→ Continue to Page 2](#)

Speaker Request Form cont.



Presentation/Speech Details

Requested Topic

Presentation Format (keynote address, roundtable, panel, etc.)

Expected Duration (30 minutes, 1 hour, etc.)

Will the speech be followed by a Q&A session? Yes No

Audience Details

Tell us about the audience. Ex. Approximate size, make-up, necessary memberships for attendance, etc.)

What honorable guests will be there? List names and titles of members of Congress, CEOs, or other VIPs.

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

Additional Information

Deadline for Acceptance

Cost of Attendance (Please include member and non-member pricing if applicable.)

Offer of Payment/Reimbursement (Ex. None, dining, lodging, travel, etc.)

Will the event sponsor need the speaker to sign a disclaimer or release form. Yes No

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