



## Secretary of State Speaker Request Form

Thank you for your interest in having Michael G. Adams, Kentucky Secretary of State, speak at your event. In order to help us facilitate your request, please complete and submit the following form (and any corresponding attachments) to [haley.day@ky.gov](mailto:haley.day@ky.gov) **at least 2 weeks prior to the event**, and allow 3-5 business days for decisions to be made.

If you have any questions or need help completing the Speaker Request Form, please call the SOS Office at (502) 782-7418.

### 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)*

### **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 Legislators,  
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.)*

## **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.)*

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