

SPEAKER REQUEST FORM

Internal Use Only

- Date Received
- Request Accepted / Denied
- Event Completed
- Invoice Sent

Thank you for your interest in having a speaker from the Hmong American Farmers Association (HAFA) at your event. To help us facilitate your request, please fill out this form and submit it along with any other attachments or additional information to Info@hmongfarmers.com.

For events in the Twin Cities' area, please submit your request **3 weeks** prior to the event.

For events outside of the Twin Cities, please submit your request **6 weeks** prior to the event.

Allow 3-5 business days for a decision to be made.

Any questions about the request can be directed to Info@hmongfarmers.com or dialed to 651-493-8091.

SECTION 1: EVENT COORDINATOR CONTACT INFORMATION

Name _____

Title _____

Name of the Organization _____

Email _____

Phone Number _____

SECTION 2: EVENT DETAILS

Title of the Event _____

Date and Time of the Event _____

Location (Address) of the Event _____

Is There an Honorarium or Speaker's Fee? Y/N and Amount _____

What Expenses Can Be Reimbursed? _____

Type of Event—Is this event a conference, a dinner, a small meeting, or other? _____

Purpose of the Event—what is the purpose of the event? _____

Audience Size and Make-Up—how many people and who will be in the audience? _____

Deadline to Hear Back from HAFA _____

SECTION 3: PRESENTATION/ SPEECH DETAILS

Requested HAFA Speaker _____

Requested Topic

- | | |
|--|---|
| <input type="checkbox"/> Land Access | <input type="checkbox"/> Training |
| <input type="checkbox"/> Sustainable Agriculture | <input type="checkbox"/> Research |
| <input type="checkbox"/> Food Hub | <input type="checkbox"/> Farm Business Management |
| <input type="checkbox"/> Immigrant Farmers | <input type="checkbox"/> Value Added Products |
| <input type="checkbox"/> Eco Justice | <input type="checkbox"/> Farmers Markets |
| <input type="checkbox"/> Community Wealth Building | <input type="checkbox"/> Other: _____ |

Expected Duration—How long (minutes) should the speech be? _____

Presentation Format—Is this a keynote, roundtable, panel, welcome or closing remarks, or other? _____

Will there be other speakers? Y/ N and if yes, who _____

SECTION 4: ADDITIONAL INFORMATION

Is there any additional information that you wish to provide?