



Michigan Nonprofit Association

Michigan Nonprofit Association Speaker Request Form

Thank you for your interest in having a Michigan Nonprofit Association (MNA) speaker at your event. In order to help us facilitate your request, please complete and submit the following form (and any corresponding attachments) to speaker@mnaonline.org at least 6 weeks prior to the event, and allow 5-7 business days for decisions to be made.

Part 1: Event Organizer

Name of Organization
Submitting Request:

Event Sponsor(s):

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? If so, how long?)

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.)

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.)

Part 6: Marketing Information

Website:

Social Media Handles:

Event Hashtag(s):

****Please attach event graphics, organization logo and any other known marketing materials at this time to the email submission.***

Please submit this completed form and any corresponding attachments to speaker@mnaonline.org.

Please submit speaking requests at least 6 weeks prior to the event.

Please allow 5-7 business days for a decision to be made.