

SPEAKERS BUREAU EVENT REQUEST

INSTRUCTIONS—To submit a request for a California Department of Tax and Fee Administration (CDTFA) speaker, exposition staff, foreign delegation visit, or other event, please fill out this form. When finished, please click on the SAVE button at the bottom of this form and email to CDTFA-SpeakersBureau@cdtfa.ca.gov. Please allow 10 business days for processing. You will receive an email confirming your request. If you have any questions, please contact the CDTFA's Speakers Bureau at 1-916-309-8440.

SECTION I

REQUESTER'S NAME		NAME OF REQUESTING ORGANIZATION	
REQUESTER'S TELEPHONE NUMBER	REQUESTER'S EMAIL ADDRESS		
REQUESTING ORGANIZATION (choose from drop-down menu)		TYPE OF REQUEST (choose from drop-down menu)	
PRESENTATION TOPIC (choose from drop-down menu)			OTHER (enter here)
LENGTH OF PRESENTATION			
Is a bilingual speaker(s) needed? Yes No		LIST THE LANGUAGE(S) TO BE SPOKEN AT THIS EVENT (if other than English)	
Are you requesting a specific speaker? Yes No		SPEAKER'S NAME	

SECTION II

EVENT NAME	EVENT DATE	EVENT TIME	EVENT TYPE (for example, seminar, conference, etc.)
EVENT LOCATION			EXPECTED NUMBER OF ATTENDEES
EVENT IS (choose from drop-down menu)			
Is the event for-profit? Yes No			
Is there a cost to CDTFA to attend this event? Yes If yes, enter amount here \$ No			
Please describe what the cost/fee is for (exposition table, registration, etc.)			
LIST OTHER GOVERNMENT AGENCIES, NON-GOVERNMENTAL ORGANIZATIONS, AND PRIVATE COMPANIES PARTICIPATING IN THIS EVENT			

CDTFA USE ONLY

PUBLICATIONS REQUEST CHECK LIST

- No publications requested
- Standard business publications requested (contact Speakers Bureau with questions)
- Standard business publications AND specific publications requested (please list desired publications)
- Specific publications requested (please list desired publications)

APPROVALS

ADMINISTRATOR/SUPERVISOR APPROVAL	DATE OF APPROVAL
DEPUTY DIRECTOR/CHIEF APPROVAL	DATE OF APPROVAL
CHIEF COUNSEL OR DESIGNEE	DATE OF APPROVAL
DIRECTOR	DATE OF APPROVAL