

Solicitor's Speaking Engagement



Date of Request _____

Name of Person Making Request _____

Requestor's Telephone Number _____

Name of Department/Organization _____

Date of Engagement _____ Time Program Begins _____

Time Speaker is Expected _____ Time Allotted _____

Location/Address of Engagement _____

Primary Audience (Who Will Be In Attendance?) _____

Estimated Number Attending _____

Is There a Theme or Topic? If So, What is it? _____

Type of Speech: _____ Keynote _____ Greetings/Welcome _____ Remarks
or Other _____

Talking Points Solicitor Johnson Might Need to Know About Your Department,
Group or Organization: _____

Please return the completed form to the Director of Communications, **Nicole H. Holland, 1701 Main Street, Suite 302, Columbia, South Carolina 29201** or via e-mail to **hollandn@rcgov.us** at least 15 days prior to date the engagement is scheduled to occur.
