* = Required fields

Submit Print

# City of San Antonio
## Event and Speaking Request

Office of the Mayor
Julián Castro

Please fill this form out online and submit it for processing.
Use the ***Print*** button to make a copy for your records.

## Event and Speaking Information

*Date of Event: _____ *Date of Request: _____ (MM/DD/YYYY)

*Location / Address of Event: _____

*Brief Description of Organization Making Request:

*Topic or Theme for Mayor to Address:

*Speaking Type: ☐ Welcoming Remarks ☐ Keynote Speaker ☐ Guest Only ☐ Panel Member

*Event Start Time: _____ (HH:MM) _____ *Event End Time: _____ (HH:MM) _____

*Exact Speaking Time: _____ (HH:MM) _____ *Length of Speech: _____ *Estimated Attendance: _____

*Audience: (Teachers, business, particular sector, etc.)

*Other Officials on the Program?: ◯ Yes ◯ No

*Special Guests to be Recognized?: ◯ Yes ◯ No

*Unique Characteristics of Event:

*Attire:

**Attach additional documentation, if needed. Use the paper clip icon at the bottom left of the window.**

## Request Information

*Contact for Event: _____ *Cell: _____ (0000000000)

*Contact for Day of the Event: (if different) _____ *Cell: _____ (0000000000)

*E-mail: _____

*Items Requested by Event Organizers: ☐ Bio of Mayor ☐ Photo ☐ Letter of Welcome

* = Required fields

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***--Office Use Only --***

*Status: ◯ Approval ◯ Recommend Alternative Date ◯ Decline *Mayor's Staff: _____

*Arrival Time: _____ (HH:MM) _____ *Departure Time: _____ (HH:MM) _____

*Items to Request from Event Organizers: ☐ Conference Program ☐ Event/Program Agenda ☐ Run of Show ☐ Parking Considerations ☐ Map of Location ☐ Other

*Information to be Gathered before the Meeting:
☐ Data/Reports/Studies ☐ Information from External Sources ☐ Speaking Points/Speech ☐ Other

*Travel: ☐ Flight Arrangements ☐ Transportation

Comments: _____

When complete, use the ***Print*** button to make a copy for your records.
Use the ***Submit*** button to send this form for processing.

Submit Print Form