



Memphis Area Transit Authority Speakers Bureau Request Form

Thank you for your interest in the Memphis Area Transit Authority (MATA). Please thoroughly complete the speakers bureau form below. If possible, requests should be made at least 30 days in advance of your event. However, the MATA team will try to accommodate speaker requests if the request is submitted in less than 30 days. Once you have completed this form, you can leave it at the front desk of MATA's headquarters located at 1370 Levee Road or you can email a copy to speakersbureau@matatransit.com. After you have submitted your request, the MATA team will contact you within five days of receipt.

If you prefer, please complete the interactive form available on the MATA website:
http://www.matatransit.com/contact/mata_speakers_bureau

*Please fill out the form entirely

Requesting Organization's Name

What is the date of your speaking engagement?

What is the mission of your organization and topic of your event?

What type of speaking opportunity is involved?

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Welcome/Closing Remarks | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Small Group | <input type="checkbox"/> Career Day |
| <input type="checkbox"/> Panel | <input type="checkbox"/> Other |
| <input type="checkbox"/> Presentation | |

Estimated Number of Audience Members

- 25 or less 26 – 50 51- 75 76 – 100 76-100

Will there be other speakers at the event? If so, who?

If other speakers are involved, who are they?

How much time is allotted for our presentation?

- 5 minutes 15 minutes 30 minutes 45 minutes 1 hour

Does your organization have a completed agenda for the event?

MATA will need the following equipment for a presentation. Please indicate what your organization can provide.

- Projector Screen Laptop Pointer Wireless Microphone Podium Laptop

Will your organization promote this speaking engagement? If so, which mediums will you use?

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> News Release | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Website | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Internal Newsletter | <input type="checkbox"/> Other |
| <input type="checkbox"/> Membership Email | Please specify: _____ |

Where is the location of the event?

Address

City

State

Zip

Organization Contact Information

Organization Contact Name

Contact Title

Cell Phone Number

Office Number

Email Address (please provide an email address used for daily communication)