**On-Site Speaker Request**

**DFW International Airport Earth Day 2024**

Are you interested in learning more about DFW’s environmental programs? Please use this form to register for a chance to have a representative from DFW Airport’s environmental department visit your classroom!

Please submit your request as soon as possible and you will receive an email confirmation once reviewed. Submit this form to [DFWearthday@dfwairport.com](mailto:DFWearthday@dfwairport.com?subject=DFW%20Airport%20//%20Earth%20Day%202024%20On-Site%20Speaker%20Request).

**ORGANIZATION**

**School Name:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text.

**Contact Phone:** Click or tap here to enter text.

**Contact Email:** Click or tap here to enter text.

**Has a DFW representative previously spoken at your school?**

**Yes, if so, when**: Click or tap here to enter text.

**No**

**EVENT INFORMATION**

**Event Date:** Click or tap here to enter text.

**Event Start Time:** Click or tap here to enter text. **Event End Time:** Click or tap here to enter text.

**Event Location:** Click or tap here to enter text.

**Estimated Attendance:** Click or tap here to enter text.

**Is the event open to the public?**  YesNo

**Is the media invited:** Yes No

**If so, which media?** Click or tap here to enter text.

**List any VIP’s (Principal, Superintendent, School Board members, other organization leaders/advisors, etc.) who may be in attendance:** Click or tap here to enter text.

**Does the event include a meal?** YesNo

I**f so, will students be eating during the DFW representative’s remarks?** YesNo

**Event Agenda:** Click or tap here to enter text.

**SPEAKER REQUEST**

**Which type of speech should the DFW representative deliver?**

Welcome

Brief Remarks about Earth Day 2024

Introduction of other speakers, VIP attendees, students, etc.

DFW Airport’s Environmental Initiatives

STEAM Activity Lesson presentation

Questions & Answers session

Other Click or tap here to enter text.

**What time will the DFW representative speak?** Click or tap here to enter text.

**How long should the DFW representative speak?** Click or tap here to enter text.

**Will all A/V equipment be provided?** YesNo

**Who will introduce the DFW representative?** Click or tap here to enter text.

**Are there any specific STEAM Activity Lessons, themes, or key messages the DFW representative should include in the speech?**

YesNo

**If yes, what?** Click or tap here to enter text.

**Will there be a question-and-answer session?** YesNo

**Is there anyone the DFW representative should formally recognize during the speech?**

YesNo **If yes, whom?** Click or tap here to enter text.

**Do you need a biographical introduction and/or official photograph of the DFW representative?**

YesNo

**Speaker Prep (Please provide instructions for reporting on site, mic check, other details to get ready to go on stage):** Click or tap here to enter text.

**Additional Information:**

Click or tap here to enter text.