**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.

**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?** [ ]  Yes[ ] No

**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?** [ ] Yes[ ] No

I**f so, will students be eating during the DFW representative’s remarks?** [ ] Yes[ ] No

**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?** [ ] Yes[ ] No

**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?**

[ ] Yes[ ] No

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

**Will there be a question-and-answer session?** [ ] Yes[ ] No

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

[ ]  Yes[ ] No **If yes, whom?** Click or tap here to enter text.

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

[ ] Yes[ ] No

**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.