Florida Hardest-Hit Fund Speaking Request/Outreach Event Form

This form should be completed to: **(1) request a speaker/panelist/Advisor Agency from Florida Housing/designee for an event; or (2) for an Advisor Agency requesting to participate in an outreach event.**

Return completed form to Claudia Medina: claudia.medina@floridahousing.org or fax to (850) 488-9809.

A. Advisor Agency: ______________________ Advisor Name: _________________________

Advisor E-mail: ____

B. Today's Date: _______ Event Date(s)*(include day of the week)*: __________________________

C. Event Name: ___________________________ Assigned Referral Code: [ ]

D. Event Location and Facility: ____

E. Event Time(s): ____

F. Event Host(s)/Participants *(names of organizations)*:

____

____

G. Event Format *(i.e., panel discussion, workshops/general sessions, roundtable, etc.)*:

____

H. Type of Attendees *(i.e., governmental, consumers, lenders/servicers, etc.)*:

____

I. Expected # of Attendees: ____

J. Event Contact Person: ____

Mailing Address: ____

City____, FL Zip Code: _____________

Phone Number: (_____) ____

Email Address: ____

***************************For Florida HHF Staff Use ONLY***********************************

HHF Staff Attending: ____

☐ **Approved by: ___________________ Date: _______________________________________**

Materials needed:

☐ **Presentation**

☐ **Printed Materials**

☐ **Biography**

☐ **Photo**

☐ **Other ______________________________**

☐ **Other ______________________________**