

**INDEPENDENCE POLICE DEPARTMENT  
SPEAKING ENGAGEMENT REQUEST FORM**

**(Requests for speaking engagements will be confirmed with-in two weeks)**

Date of this request: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Nighttime phone: \_\_\_\_\_

Type of engagement:

- \_\_\_\_\_ Tour of Police Department
- \_\_\_\_\_ Educational
- \_\_\_\_\_ Gang Awareness
- \_\_\_\_\_ Other – describe \_\_\_\_\_

Location of engagement: \_\_\_\_\_

Preferred Date, Day and Time: \_\_\_\_\_

Alternate Date, Day and Time: \_\_\_\_\_

Topic of presentation: \_\_\_\_\_

.....  
SCHEDULING SGT. \_\_\_\_\_ DATE CONFIRMED \_\_\_\_\_

Assigned Speaker : \_\_\_\_\_ Length \_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Time of Presentation: \_\_\_\_\_

Comments: \_\_\_\_\_

Completed: \_\_\_\_\_ Actual number in attendance: \_\_\_\_\_

\*\*\* Received By: \_\_\_\_\_

Date Received : \_\_\_\_\_