



# DEKALB COUNTY SOLICITOR-GENERAL'S OFFICE



Solicitor-General  
Donna Coleman-Stribling

## SPEAKER REQUEST FORM

*Please complete this form to request a speaker for your event or program.*

### 1 REQUESTOR INFORMATION

Requesting Organization/Group: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 2 EVENT INFORMATION

Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Audience Type: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Event Format: ☐ In Person ☐ Virtual ☐ Hybrid  
Purpose of Event: \_\_\_\_\_  
Requested Topic / Subject Matter: \_\_\_\_\_  
Will Media Be Present? ☐ Yes ☐ No | Will the Event Be Promoted on Social Media? ☐ Yes ☐ No

### 3 REQUESTED SPEAKER / PRESENTER

#### Preferred Speaker

☐ Solicitor-General ☐ Another member of the executive or leadership team ☐ No preference. Please assign the most appropriate speaker

#### Requested Topic or Area of Interest

☐ Role of the Solicitor-General's Office ☐ Victim services ☐ Communications and media  
☐ Community prosecution and public safety ☐ Legal education and training ☐ Office administration and operations  
☐ Diversion and community programming ☐ Investigations ☐ Other: \_\_\_\_\_

*Please indicate your preferred speaker or area of interest. The Solicitor-General's Office will assign the speaker best suited for the topic, audience and event. All requests are subject to availability.*

### 4 EVENT LOGISTICS

Other Invited Speakers: \_\_\_\_\_  
Audio/Visual Needs: \_\_\_\_\_  
Parking / Arrival Instructions: \_\_\_\_\_  
Deadline for Response: \_\_\_\_\_ Additional Notes: \_\_\_\_\_

### 5 OFFICE USE ONLY

Date Received: \_\_\_\_\_ | Assigned To: \_\_\_\_\_ | Status: \_\_\_\_\_  
Follow-Up Notes: \_\_\_\_\_

*Please submit speaker requests at least 3 weeks in advance.  
Submission of this form does not guarantee availability.*

Approved By: \_\_\_\_\_  
(Signature)

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