



# Speaker Questionnaire

Function: \_\_\_\_\_

Audience composition: \_\_\_\_\_  
*(Board members, meeting attendees, 1st year students, etc.)*

Topic(s) desired: \_\_\_\_\_

Speech length: \_\_\_\_\_

Is PowerPoint desired?  Yes  No  
*(If needed, please have an AV person onsite to run the presentation)*

Are other leaders invited to speak to this audience?  Yes  No

Please provide name and speaking order.

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**Please complete and return to: Annie DeVries, ACOFP Executive Assistant  
E-mail: [annied@acofp.org](mailto:annied@acofp.org)**

---

The hosting state is requested to reserve and confirm hotel accommodations associated with the meeting. If a spouse is invited, the state is expected to cover that portion when possible. A liaison should be provided to coordinate local arrangements, including transportation to and from the airport, hotel and meeting site where necessary. **Please provide the ACOFP with a copy of the program agenda and registration confirmation two weeks prior to the meeting date.**