



Tour/Speaker Request Form

Please Submit Completed Form to Lisa Deem, Management Analyst.

Fax (928) 213-2409, or send as an email to ld deem@flagstaffaz.gov, or mail to 211 W. Aspen Ave, Flagstaff, AZ, 86001

Tour

Speaker

Today's Date	Requested Tour or Speaker
Date of Presentation	Requested Time for Speaker or Tour
Location for the Event or Tour	Event
Organizations Involved (if any)	Proposed Event Agenda
Contact Name	
Contact Email	
Contact Phone	
Type of Audience	Topic
Type of Event (Formal/Informal, Keynote, Panel, etc.)	Length/ Duration
Room Arrangement (if applicable)	Expected Size of Audience
Misc. Notes	Equipment Needs (if any)