

**FORD PAS  
SPEAKER REQUESTS  
TEMPLATE**

Please fill this form out for all Ford Volunteer Corps speaker requests 3-4 weeks in advance of the request date. Please submit all forms to your Ford PAS School/Program Site Coordinator.

*\* Please note that the all the boxes can expand (press enter to expand the box).*

Contact Name: (Phone number and email)	Janet
Best method to contact you: Best time to reach you:	
Name of High School/Program Site:	
Name of Teacher if different than contact name:	
High School/Program Site address (Please include classroom number and location speaker should report to)	
Days and times Ford PAS classes meet Please provide several times available for the guest speaker/s to attend the class  Preferred date and time you would like speaker/s	
Ford PAS module you would like guest speaker or speakers to address (Please indicate specific activity you would like the speaker/s to address)	
If you require more than one speaker please indicate how many	
Dates you will be covering this Ford PAS module	
Identify 3-5 specific questions you would like the guest speaker to address	
Length of time available for presentation	
Preferred format – i.e. Formal vs informal presentation, 20 minute lecture, 20 minute Q & A, hands-on presentation, etc.	
Expectations for guest speaker (i.e. powerpoint, handouts, etc.)	
Student demographics (i.e. quantity, grade level, ethnicity, etc.)	
AV available for speakers (i.e. LCD projector and screen, labtop, etc)	