



Speaker Event Request

Thank you for your interest in having an ADOR speaker at your event. In order to help us facilitate your request, please complete and submit the following form (and any relevant attachments) to EducationUnit@azdor.gov **at least 6 weeks** prior to the event. Please allow 2 business days for acknowledgment of receipt.

If you have any questions or need help completing the Speaker Event Request Form, please email the ADOR Education and Compliance, Outreach District at EducationUnit@azdor.gov.

Part 1 Event Organizer

Name of Organization Submitting Request		Event Sponsor(s)
Coordinator/Point of Contact		Coordinator's Title
Coordinator's Office Phone Number	Contact's Cell Phone Day of Event	Coordinator's Email

Part 2 Event Details

Event Name / Title		Event Physical Location (building #, room #)	
Event Date Requested	Event Time (Ex: 1:00 p.m. - 4:00 p.m.)	ADOR Talk Time (Ex: 2:30 p.m. - 3:30 p.m.)	Event Type (Ex. conference, dinner, panel, etc.)
Event Purpose / Goal			
Event Website (if applicable)	Deadline for Acceptance	Parking Instructions & Emergency Evacuation Plans (if yes, please include) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 3 Presentation/Speech Details

Requested Topic (check only one):

Transaction Privilege Tax and Use Tax For:

- | | |
|--|---|
| <input type="checkbox"/> Community Colleges and Universities | <input type="checkbox"/> School Districts |
| <input type="checkbox"/> General Overview of TPT | <input type="checkbox"/> State Government |
| <input type="checkbox"/> Local Municipalities | <input type="checkbox"/> Transient Lodging Business |
| <input type="checkbox"/> Property Management Companies | |
| <input type="checkbox"/> Unclaimed Property | |
| <input type="checkbox"/> Legislative Updates | |
| <input type="checkbox"/> Other | |

Presentation Format (check all that apply):

- Roundtable / Panel
- Speaker
- WebEx

Part 4 Audience Details *ADOR requires a minimum of 24 registered attendees per event*

Audience (Approximate size of audience. Also, briefly describe its make-up and if membership is required to attend.)
Honorable Guests (List names and titles of stakeholders participating in or attending the event.)
Media (Will media be invited? If so, will the event be open or closed to the press? Also, describe and submit media list.)

Please submit this completed form and any relevant attachments to EducationUnit@azdor.gov.