



City of Tacoma
Guest Speaker Request Form
Mayor • City Council • City Manager
747 Market Street, Tacoma, WA 98402

Thank you for contacting the City of Tacoma. If you would like to request a guest appearance from the Mayor, City Council or the City Manager, please complete this form we have provided for your convenience. Please submit your request at least three (3) weeks prior to the event date to facilitate processing. ***Please see page 4 for information on submitting your completed form.***

You will be notified as soon as possible in regard to your request. Please understand that our City officials' schedules are subject to change.

Requestor Information:

Name of Organization:

Today's Date (mm/dd/yyyy):

Organization Address:

Phone (include area code):

Website URL:

Event/Program Contact Information:

Contact Name:

Contact Phone (include area code):

Contact Email:

Event/Program Information

**Please attach a detailed itinerary and/or event agenda.*

Event Name*:

Affiliated Organizations (if applicable):

Theme or Purpose of the Event:

Onsite Event Contact:

Cell Number (include area code):

Event Date (mm/dd/yyyy):

Event Start Time (hh:mm)

a.m.

p.m.

Event End Time (hh:mm)

a.m.

p.m.

Name of Venue:

Address:

City:

Special directions to the event:

Guest Speaker Details

1. What is the role of the Mayor/City Manager/City Official?

Welcome, 1-2 minutes

Brief Remarks, 2-3 minutes

Speaker, 4+ minutes

Panel Member

Other (please describe):

Requested Speaker:

2. Who are you requesting to speak?

Mayor Victoria Woodards

Deputy Mayor

District 1 Council Member John Hines

District 2 Council Member Robert Thoms

District 3 Council Member Keith Blocker

District 4 Council Member Catherine Ushka

District 5 Council Member Chris Beale

At-Large Council Member Lillian Hunter

At-Large Council Member Kristina Walker

At-Large Council Member Conor McCarthy

City Manager Elizabeth Pauli

Other:

11. Please provide the names, titles and affiliations of other individuals on the agenda to speak?

12. Who is the target audience?

13. How many are expected to attend?

14. Is this a public or private event?

15. If this is a banquet or gala, who will be seated with the Mayor/Manager/City Official?

16. Will the media be invited to attend?

Yes

No

If yes, please list media you are inviting.

17. Please use this space to provide remarks or key points for the City speaker.

Thank you for your request. Please click the "Submit" button to email your completed form. For more information, please call (253)591-5100 or email us at speakerrequest@cityoftacoma.org.