

Enterprise Minnesota Event Request Form

Please email to Lynet DaPra at lynet.dapra@enterpriseminnesota.org

Event Name: _____

Affiliated organizations (if applicable) _____

Event Date/Time: _____

Address: _____ City/State/Zip: _____

Location phone: _____ Location email: _____

Speaker Requested: _____

Topic/Purpose of Event: _____

Expected number of attendees: _____

Event open to the public? _____

Media to attend? _____

The role of the speaker at the event:

Featured/Keynote speaker _____

Introduced and brief remarks _____

Panel/forum participant _____

Who else will be speaking? (Names, organizations, titles) _____

Please provide details about the group/audience that would be helpful to an Enterprise Minnesota speaker (background on your organization, org. website, audience interests)

Requested Publications/Handouts: _____

Do you need a biographical sketch of speaker? Yes _____ No _____

Event Contact/Position: _____

Contact Phone _____

Contact email: _____

Event Attire: Business _____ Casual _____