



RAILROAD COMMISSION OF TEXAS SPEAKER REQUEST FORM

Thank you for considering the Railroad Commission of Texas with an opportunity to share your platform. The Commission receives numerous requests for our staff to speak at a variety of events including conferences, seminars, educational events, etc. We do our best to accommodate as many of these requests as our limited staff and budget resources allow.

To process your request and find the most suitable staff person to fulfill the request, we ask that you complete the following form with as much detailed information as possible. This form will be reviewed by the appropriate leadership team to determine if we can accommodate the request. Please complete the form, print and email to Communications@rrc.texas.gov.

You will be notified if the invitation is accepted or denied as soon as possible.

Again, we sincerely appreciate your consideration to be a part of your event.

REQUESTOR INFORMATION:

Name of organization making the request _____

Contact name and Title _____

Email _____ Phone _____

Requested Topic _____

Organization type _____

(government, non-profit, industry, association, community, etc.)

Has the requestor contacted RRC in the past with a similar request? Yes No Unknown

EVENT INFORMATION:

Date _____ Time _____

Location _____

Event Type _____

(conference, workshop, luncheon, meeting, etc.)

Audience _____ Expected number of attendees _____

(elected officials, industry, general public, landmen, etc.)

Requested presentation format _____

(PowerPoint presentation, panel discussion, exhibition hall, group meeting, etc.)

EVENT INFORMATION, CONTINUED:

Will there be an opportunity for an Exhibition Hall Display? (tabletop, exhibit booth, etc?)

Yes No

Will this event be open to the news media?

Yes No

Other information that may be helpful about your event:

Do you have a specific RRC staff person in mind for this request? _____

Will travel expenses be paid by requesting organization? Yes No Travel may be partially subsidized

RRC use only:

RRC Staff Assigned _____

Approve Deny Division Director _____ Date _____

Invitation Accepted Yes No

Executive Director _____ Date _____