



### Commissioner Alisa Simmons Speaking Invitation Form

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Thank you for inviting Commissioner Alisa Simmons to speak at your upcoming event. Please complete and submit this form to ensure your request is addressed in a timely manner. Lisbeth Maldonado will follow up to confirm the Commissioner's availability. Any attachments may be sent to [lmaldonado@tarrantcountytx.gov](mailto:lmaldonado@tarrantcountytx.gov)

- Organization Name: \_\_\_\_\_
- Brief description of the organization's mission: \_\_\_\_\_

\_\_\_\_\_

- Brief description of the event: \_\_\_\_\_

- Event name: \_\_\_\_\_

- Is this an annual event? \_\_\_\_ Yes \_\_\_\_ No. If yes, please list the anniversary year: \_\_\_\_\_

- Date of event: \_\_\_\_\_

- Time of Event: \_\_\_\_\_

- In-Person

- Name of event location: \_\_\_\_\_

- Physical address of event location: \_\_\_\_\_

- Are there any special parking instructions? \_\_\_\_\_

- Where should the Commissioner check in? \_\_\_\_\_

- Virtual

- Name of Virtual platform: \_\_\_\_\_

- Link to login and access code: \_\_\_\_\_

- What time would you like the Commissioner to sign on? \_\_\_\_\_

- Time slot on the agenda for the Commissioner to speak: \_\_\_\_\_

- Preferred length of speech: \_\_\_\_\_

- Expected size of audience: \_\_\_\_\_

- Type of audience (students, business leaders, etc.) \_\_\_\_\_

- Attire: \_\_\_\_\_

- Is the Commissioners' Bio needed? \_\_\_\_ Yes \_\_\_\_ No

- If yes, please provide the deadline date \_\_\_\_\_

- What specific issues or topics should Commissioner Simmons include in her remarks? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Requestor's name: \_\_\_\_\_

- Requestor's email address: \_\_\_\_\_

- Requestor's phone number: \_\_\_\_\_

**Please forward agenda/program with this request form and submit it to:**

**[lmaldonado@tarrantcountytx.gov](mailto:lmaldonado@tarrantcountytx.gov)**

**at least two weeks prior to the event.**