**Civil Rights Office**

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**Speaking Request Form**

**Event Date:** (Date, Time, when would RD civil rights be expected to be there.)

**Requesting Agency:**

**Description of the Event or Agenda if RD will be a guest speaker at the event:**

**Topic or Focus: Examples: EEO, Diversity/DEIA, Compliance, or General Civil Rights**

**Location:** (Address/Photo if available)

**Event Type:**  [ ]  In person [ ]  Online [ ]  Hybrid

**Expected Audience Size:**

**Program Features:**

**Event Contact:** (Who will be our point of contact day of event, Name, Email, Cellphone)

**Panelist/Keynote Speaker:** (In what capacity will the RD civil rights speaker appear)

**Podium:** [ ]  Yes [ ]  No

**Microphone:** ([ ] Yes [ ] No, what kind of microphone, on podium, lapel, other)

**Addt’l Details** (Please provide any additional details not listed here that are necessary)

**Run of Show:** Please attach a timeline that says arrival time, program timeline, who will be introducing RD civil rights speaker and expected end of the event**.**

**Submit Form to:** **RA.RD.MOSTL.CivilRights@usda.gov** **or** **sharese.paylor@usda.gov**