Rev. Dr. Luke A. Powery

Speaker Request Form

Complete as much information as possible about your event and speaker requirements. Please submit requests at least six months prior to the event. Once completed, please email the request to [ava.west@duke.edu](mailto:ava.west@duke.edu) with the subject line “Luke Powery Speaker Request Form – (Name of Organization, Date of Event).” Please allow 3-5 business days for a response.

**Organization**

Sponsoring Organization:

Contact Name:

Contact Email:

Contact Phone:

Organization Website:

Organization Profile:

**Event/Program**

Event/Program Title:

Proposed Date:

Proposed Alternate Date(s):

Start Time of Event/Program:

End Time of Event/Program:

Venue Location:

Nearest Airport/Distance from Airport to Venue:

Protocol for booking travel/lodging:

Proposed Honorarium:

Planning Timeline, including any deadlines in advance of the event:

Event/Program Type (worship service, dinner, conference, etc.):

Event/Program Description:

Presentation Format (panel, lecture, sermon, keynote speaker, etc.):

Length of Speaker Presentation:

Will there be a Q&A Following the Presentation:

Will the event be recorded: (Yes/No)

If yes, please specify audio or video:

Will the event be advertised: (Yes/No)

Can we promote the event to our constituents: (Yes/No)

Media Coverage Expected: (Yes/No)

If yes, please specify type of media:

**Audience**

Size of Audience:

Audience Profile:

Language or accessibility needs:

**COVID-19 Safety Measures**

Online Only Event: (Yes/No)

If yes, what is the software being used (Zoom, Skype, Etc.):

If no, what safety measures will be taken at event (masks required to enter, social distancing, etc.):