

PORT OF LOS ANGELES SPEAKERS BUREAU
Elementary School Request Form

Yes, I would like a Port of Los Angeles Speakers Bureau member to visit my classroom.

Teacher: _____

School: _____

Address: _____

School Phone Number: _____ Cell Phone: _____

Location (classroom number/ auditorium/etc): _____

Proposed date: _____ Time: _____

Alternate date: _____ Time: _____

Grade level: _____ Number of students/classes: _____ Fair _____

Please check one: General overview/ What is a Port? Career Day /

The Port of Los Angeles does its best to accommodate every request but fulfillment is not guaranteed. Providing an alternate date/time is extremely helpful and increases your groups' chances of a speaker during peak seasons (September –November and March – June). A letter of confirmation from the Port of Los Angeles will be mailed to confirm classroom speaking engagements.

**To arrange for a speaker, please forward your request at least one month prior to your proposed event to Sheila Gonzales, Speakers Bureau Coordinator.
Fax (310) 547-4611, Telephone: (310) 732-3506.**

For Office Use:

Speaker: _____ Alternate Speaker: _____ Confirmation letter sent: _____