

PORT OF LOS ANGELES SPEAKERS BUREAU
Middle and High School Request Form

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

Teacher: _____

School: _____

Address: _____ City: _____

School Phone Number: _____ Cell or classroom phone: _____

Email address or fax number: _____

Location (classroom number/auditorium/etc): _____

Proposed date: _____ Class/period: _____ Class time: _____

Alternate date: _____

Grade level: _____ Number of students: _____

Please check one: General overview _____ Career Day _____

Homeland Security _____ Environmental _____ Current Development _____

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 classroom's 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 your classroom speaking engagement.

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: _____