



### **Speaker Request Form**

The National Club Association (NCA) is pleased to make senior staff available to speak on the issues affecting private clubs in areas of, but not limited to, government relations, trends and club governance. Requests may be made for President & CEO Henry Wallmeyer to speak at your upcoming event.

To make a request, please complete form below and provide as much information as possible about the event.

NCA carefully considers each request. Please make requests at least three weeks in advance. Speaker participation is based on a variety of factors, including the speaker's availability. NCA will try our best but does not guarantee that all requests will be granted. You will be notified on the status of the request via email within one week of receipt of your completed form.

If you have any questions, or need more information on our process, please contact [wallmeyer@nationalclub.org](mailto:wallmeyer@nationalclub.org).

#### **Contact Information**

Your Organization \_\_\_\_\_  
Your Title \_\_\_\_\_  
Your Email Address \_\_\_\_\_  
Your Phone Number \_\_\_\_\_

#### **Event Information**

Event Name (chapter meeting, board meeting, etc.) \_\_\_\_\_  
Event Location \_\_\_\_\_  
Event City, State \_\_\_\_\_  
Event Date Event Time \_\_\_\_\_  
Number of Attendees \_\_\_\_\_

#### **Presentation**

Length of Speaking Engagement \_\_\_\_\_  
 Keynote  Panel  Other \_\_\_\_\_

Topics:

- Government Relations Update
- Trends
- Governance
- Private and Tax-Exempt Status
- Update on the National Club Association
- Other (please identify) \_\_\_\_\_

Deadline for submission of electronic files for Presentation Handouts?

Other Handouts desired (e.g., *Club Director* magazine; *Club Trends* magazine; NCA brochures)

What audio visual will be used? \_\_\_\_\_

What is needed from the speaker (headshot, biography, topic title/description) Headshot

Headshot  Biography  Topic/Title  Description Other \_\_\_\_\_

What expenses are covered (air, ground, incidentals, hotel, meals)? \_\_\_\_\_

Will you provide an attendee list (prior to event, post event)? \_\_\_\_\_

Please return completed form to Henry Wallmeyer at [wallmeyer@nationalclub.org](mailto:wallmeyer@nationalclub.org).