



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 or Vice President of Government Relations Joe Trauger 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.

Contact Information

Your Organization _____
Your Name _____
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.