



## DREAMLEARNERS SPEAKER BUREAU REQUEST FORM

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Thank you for requesting a Boeing South Carolina (BSC) speaker. We ask that this request be submitted at least 15 business days prior to the date of any event so that we may adequately review the request.

Education related speaking requests are evaluated against criteria that have been developed to support the Boeing South Carolina (BSC) Education Integrated Strategy, Global Engagement, and IT STEM community outreach efforts as well as ensure that Boeing South Carolina (BSC) establishes relationships that will mutually benefit Boeing and the receiving school /organization. Events are evaluated for:

- Ability to reach targeted audiences and build relationships.
  - Support of the Boeing South Carolina (BSC) Global Engagement, National Strategy & Engagement Government Operations, STEAM (Science, Technology, Engineering, Art and Math), Diversity and Inclusion educational and community outreach efforts.
  - Speaker request must be within a one hundred mile radius on the Boeing South Carolina (BSC) site. Exceptions will be considered on a case by case basis and determined by Boeing South Carolina (BSC) leadership.
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TODAY'S DATE:

CONTACT NAME:

CONTACT PHONE:

CONTACT EMAIL:

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### TELL US ABOUT YOUR SCHOOL / ORGANIZATION:

SCHOOL / ORGANIZATION NAME:

EVENT NAME (If different than org.):

HISTORY OF ORGANIZATION: (brief paragraph detailing pertinent facts of the organization; when established, mission, membership, etc.):

DO YOU RESTRICT MEMBERSHIP TO YOUR ORGANIZATION IN ANY WAY?  Yes  No

IF YES, PLEASE EXPLAIN REQUIREMENT TO BE A MEMBERSHIP:

THIS ORGANIZATION IS A:  civic group  business group  education group  health or human services group  other non-profit group (check all that apply)

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### TELL US ABOUT YOUR EVENT:

BRIEF DESCRIPTION OF THE EVENT:

DATE OF EVENT:

-TIME OF EVENT:

This form should be completed and emailed to [frank.r.hatten@boeing.com](mailto:frank.r.hatten@boeing.com)

LOCATION OF EVENT:

THEME OF THE EVENT OR CONFERENCE (if applicable):

NUMBER OF EXPECTED ATTENDEES:

THIS IS A  career fair speaking request  panel member  general speaker

AMOUNT OF TIME ALLOTTED FOR SPEAKER:

IS THIS PART OF A LARGER CONFERENCE?  Yes  No *If yes, please attach more information on the conference.*

THIS IS A:  annual event  monthly event  weekly event  other

DO YOU ANTICIPATE MEDIA ATTENDANCE AT THE EVENT?

IF "YES" TO MEDIA, WHO DO YOU EXPECT TO ATTEND?

ARE YOU REQUESTING A SPECIFIC BOEING SPEAKER FOR THIS EVENT, IF SO, WHO?

IF REQUESTED SPEAKER IS UNAVAILABLE, ARE YOU WILLING TO ACCEPT AN ALTERNATE SPEAKER?  Yes  No Note:

TYPICALLY BOEING SOUTH CAROLINA (BSC) PRESENTS ON THE 787 AND OPERATIONS IN SOUTH CAROLINA. WILL THIS BE AN ACCEPTABLE TOPIC FOR THIS EVENT?  Yes  No

IF NO, WHAT TOPICS ARE YOU REQUESTING BOEING COVER DURING THE EVENT?

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**FOR BOEING USE ONLY**

DATE REQUEST RECEIVED:

DATE FORWARDED FOR REVIEW:

INTERNAL REVIEW COMPLETE:  Yes  No

INTERNAL REVIEWERS:

REQUEST APPROVED:  DENIED:

IF APPROVED, SPEAKER WILL BE:

COMMUNICATOR ASSIGNED:

SPEECH  POWER POINT PRESENTATION

IF DENIED, DATE OF RESPONSE BACK TO REQUESTING ORGANIZATION:

REASON FOR DENIAL:  Speaker not available  Doesn't fit within focus areas  Other

NOTES:

LEVERAGING OPPORTUNITIES: