

SUNNYSIDE POLICE DEPARTMENT
REQUEST FOR PUBLIC SPEAKING

This form is to be completed by requesting agency or person, for an officer of this department to give a talk or participate in any way in discussing departmental functions. Upon completion of this form, the Chief of Police will make the necessary confirmation with the person (s) requesting the service, if approved.

DATE AND TIME OF REQUEST _____

NAME OF PERSON MAKING REQUEST _____

ADDRESS _____ PHONE NO. _____

ORGANIZATION REQUESTING TALK _____

DATE, TIME AND LOCATION OF TALK _____

SUBJECT AND TIME ALLOTTED FOR PRESENTATION _____

DESCRIBE TYPE OF PRESENTATION REQUESTED (Panel, Group, Single Speaker, etc.) (If panel, name of other panelist members) _____

HOW MANY EXPECTED TO ATTEND _____

WILL THERE BE ANY EXPENSE TO OFFICER IN ATTENDING LUNCH, ETC. _____

IF APPROVED, WHO IS TO BE CONTACTED:

(Give name, address, & phone number)

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To be completed by Chief or Captain

Approved _____ Disapproved _____
Signature _____

Officer assigned to give talk: _____

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To be completed by the officer making presentation

1. How many in attendance: _____
2. How was the lecture received? (Officer's opinion) _____
3. Was there any disagreement by audience with the material? If yes, explain on reverse side of this report.
4. Were there any questions asked of officer that he couldn't answer?
5. What part of speech or discussion interested the audience most?