

**Commissioner Devan Allen Speaking Invitation Form**

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Thank you for inviting Tarrant County Commissioner Devan Allen to speak at your upcoming event. Please complete and submit this form to ensure your request is addressed in a timely manner. Nan Taylor, Office Administrator, will follow up to confirm the Commissioner’s availability. Any attachments may be sent to [Intaylor@tarrantcounty.com](mailto:ntaylor@tarrantcounty.com).

- Organization Name: \_\_\_\_\_
- Brief Description of Organization’s Mission: \_\_\_\_\_  
\_\_\_\_\_
- Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_
- Event Name: \_\_\_\_\_
- Is this an annual event?  yes  No • If yes, please list the anniversary year: \_\_\_\_\_
- Date of Event: \_\_\_\_\_
- Time of Event: \_\_\_\_\_
- **In-Person:**
  - Name of Event Location: \_\_\_\_\_
  - Physical Address of Event Location: \_\_\_\_\_
  - What is the nearest Cross Road? \_\_\_\_\_
  - Parking Instructions: \_\_\_\_\_
  - Building Access and Location of Check In: \_\_\_\_\_
  - What time would you like Commissioner Allen to arrive? \_\_\_\_\_
- **Virtual:**
  - Name of Virtual Platform: \_\_\_\_\_
  - Please provide details (Links, Access Codes, etc.)  
\_\_\_\_\_
  - What time would you like Commissioner Allen to sign on? \_\_\_\_\_
- Type of remarks (keynote, welcome, panelist, or other. If other, please specify.) \_\_\_\_\_  
\_\_\_\_\_
- Please describe the Audio/Video Set Up of Event: \_\_\_\_\_
- Time Slot on Agenda for Commissioner Allen to Speak: \_\_\_\_\_
- Preferred Length of Speech \_\_\_\_\_
- Expected Size of Audience: \_\_\_\_\_
- Type of Audience (Students, Business Leaders, etc.): \_\_\_\_\_

- Specific Attire (if other than Business): \_\_\_\_\_
- What specific issues or topics Commissioner Allen should include in her remarks? \_\_\_\_\_

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- Requestor's Name: \_\_\_\_\_
- Requestor's E-mail Address: \_\_\_\_\_
- Requestor's Phone Number: \_\_\_\_\_
- Is the Commissioner's Biography Needed?  Yes  No If yes, please provide the deadline this information should be sent by. \_\_\_\_\_
- Is the Commissioner's photo needed for Program or Promotional Purposes?  Yes  No If yes, please provide the deadline this information should be provided by. \_\_\_\_\_

Please forward agenda / program with this request form and submit to [ltaylor@tarrantcounty.com](mailto:ltaylor@tarrantcounty.com) at least two weeks prior to the event.