



# Kenai Chamber of Commerce & Visitor Center Speaker/Spotlight Request Form

Bi-Monthly Luncheon  
1st & 3rd Wednesday

Set-up: 11:30am-12:00pm, Luncheon: 12:00pm-1:00pm

## Please complete ALL fields

### PRESENTATION YOU ARE REQUESTING:

- Speaker  
(20 min. presentation + 5 min. optional Q&A)
- Spotlight  
(5-7 min. to spotlight your business)

### TOP THREE CHOICES OF DATES (in order of preference)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### AUDIO/VISUAL NEEDS

- Projection Screen (10' or 6')
- Projector (with AV cart)
- Laptop
- Podium/Mic
- Flipchart
- Additional Needs:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### WILL YOU HAVE INFORMATION TO DISTRIBUTE TO THE ATTENDEES?

- Yes  No

### IS YOUR BUSINESS/ORGANIZATION CURRENTLY A KENAI CHAMBER MEMBER?

- Yes  No

If no, would you like to be contacted regarding membership? \_\_\_\_\_

Business/Organization Name

Contact Name

Title

Contact Mailing Address

City

State

Zip

Contact Phone

Contact Email Address

## Speaker Information

Speaker Name

Title

Topic

Please provide a brief summary of the presentation, including how it relates to the Kenai Chamber general membership and business community:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the business community benefit from your presentation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Speakers are responsible for their own travel accommodations.

\*Lunch will be provided for the speaker.

This form may be faxed to 907-283-2230 or emailed to [johna@kenaichamber.org](mailto:johna@kenaichamber.org)  
Questions? Please call the Kenai Chamber of Commerce office at 907-283-1991