



(for office use only)
Date
Submitted to the DV SnapShots Team

INSTRUCTIONS: Please complete all sections of this form; use attachments if necessary. Return requests to enquiries@dvsnapshots.org
Consult the detailed instructions over leaf for more information.
Please note: To secure your speaking request please return by Friday 12/9/14

Guest Name	Organisation Name	Event Name DV SnapShots – Lifting the Lid Conference
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Event Date(s) or Timeframe 17/10/14 18/10/14	Day(s) of Week Friday Saturday	Begin & End Times 8am – 5pm	# of guests invited 2000	Approximate # of guests expected 500-1000
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Location Adelaide Football Club Events & Training Centre 105 West Lakes Boulevard, West Lakes SA	Speaker Role (pls. describe)	Attire (Black tie, Business casual) Business Casual	Event Format (dinner, reception, lecture, etc) Conference, Lecture
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Describe goals/objectives and desired outcome(s) of your presentation

Describe the audience, including honorees, VIPs, or key constituents

Adelaide Business, Community Service, Government and Non for Profit Organization Professionals

Attendance is requested for: (pls. describe) Please insert date and time 17/10/14 18/10/14	Please indicate the staff liaison at the event Samone Wear and Linda Elletson
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Remarks requested: <input type="checkbox"/> Yes <input type="checkbox"/> No Please Specify: Brief Remarks – 5 min or less <input type="checkbox"/> Major Speech – 6 min or longer <input type="checkbox"/>	Guest pre-prepared materials are required 4 weeks before event date – 17/9/14
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The following require approval or notification (see instructions):

1. Is this a fund-raising event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Will the guest name be used on promo materials?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the guest be noted as host on the invitation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If co-hosting, please indicate with whom. Co-host:

Requestor name: Samone Wear Phone: 0404 572 507

Requesting division: <input type="checkbox"/> DV SnapShots Conference Event CoOrdinator <input type="checkbox"/> WIN Inspire Exec <input type="checkbox"/> DV SnapShots Conference Speaker CoOrdinator	X _____ DV SnapShots Approval (If form is attached to an E-mail, include your AVC in the cc: field in lieu of signature)
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OFFICE USE ONLY

X _____ DV SnapShots Approval	Guest Speaker <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend
Comments	Performer <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend
	Master of Ceremony <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend
	SnapShot Panel Presenter <input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend

Contact Speaker or Event/Media Coordinator immediately if event is cancelled or date(s) are changed

Instructions

Please note **DEADLINES**. (all refer to calendar days)

PARTICIPATION CRITERIA	<p>Please circle: Speaker, Performer, MC, SnapShot Talk Panel Presenter</p> <p>Please make yourself available at program breaks for networking opportunities with our delegates</p>						
REMARKS	<p>The guest will deliver prepared remarks at the event, advance notice is required for remarks to be written and approved AT LEAST 4 WEEKS BEFORE EVENT - Date 19/9/14</p> <ul style="list-style-type: none"> ✓ Focus or theme ✓ Specific points or messages to be included ✓ Image or logo ✓ The length of time Speaker, Performer, SnapShot Presenter will speak ✓ Whether there will be a question and answer session at the end of the remarks 						
BRIEFING MATERIALS	<ul style="list-style-type: none"> ✓ <u>Briefing materials</u> must be submitted, electronically by 2/10/14 (15 WORKING DAYS PRIOR TO THE EVENT) to Event Coordinator Samone Wear M 0404 572 507, enquiries@dvsnapshots.org 						
APPROVALS REQUIRED	<ul style="list-style-type: none"> ✓ <u>STATISTICS</u> Detailed reference citation required – This information will be verified before you can proceed to use ✓ <u>VIDEO, WEB, OR AUDIO TAPING/BROADCASTING</u> – The permission of the guest is required before If you do plan to record or share any portion of the guest remarks, please contact Linda Ellitson, Media CoOrdinator, 0407 287 876, email enquiries@dvsnapshots.org ✓ Please send all attachments electronically in either Word or Power Point format – 3 slides max. ✓ Please allow time for DV SnapShots approval. 						
SUBMISSION	<p>Fill out the form completely. Incomplete forms will delay consideration.</p> <p>All development requests - forward to Media Coordinator Linda Elletson, 0407 287 876</p> <p>Email: enquiries@dvsnapshots.org for internal review and prioritization by the DV SnapShots staff</p>						
NOTIFICATION PROCESS	<p>You will receive confirmation from Media Coordinator Linda Elletson, 0407 287 876 , enquiries@dvsnapshots.org, either by telephone or e-mail</p>						
QUESTIONS or CHANGES?	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Contact 1</td> <td>Event Coordinator, Samone Wear, 0404 572 507</td> </tr> <tr> <td>Contact 2</td> <td>Media Coordinator , Linda Elletson, 0407 287 876</td> </tr> <tr> <td>Email</td> <td>enquiries@dvsnapshots.org</td> </tr> </table>	Contact 1	Event Coordinator, Samone Wear, 0404 572 507	Contact 2	Media Coordinator , Linda Elletson, 0407 287 876	Email	enquiries@dvsnapshots.org
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