



Speaker & Presentation Request

Please complete and return to Celie Barnes by fax (407-685-9858) or by e-mail (celie.barnes@occc.net)

Day and date of presentation: _____

What time will the presentation be held? _____

Where will the presentation be held (give name of facility and street address)? _____

Is there anything specific your group would like to know about the Orange County Convention Center (OCCC)? _____

How much time will the presenter have? _____

What is the target audience (e.g. students, community group, business group, etc.)? Please be specific: _____

How many people are expected to attend? _____

Name of group making request: _____

Person to contact for more information: _____

Contact phone: _____ Contact e-mail _____

For office use only:
Date request received: _____

Assigned to: _____ Date assigned: _____