

# The Post-Standard

## SPEAKER REQUEST FORM FOR SCHOOLS

Teacher's name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_

School Phone: \_\_\_\_\_ # of students in the class/audience: \_\_\_\_\_

Teacher's email address: \_\_\_\_\_

Date you would prefer the speaker to come, please list up to three dates that will work for you: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Time frame you would like speaker (plan for 30-45 minutes and please indicate the exact time you would like someone): \_\_\_\_\_ or \_\_\_\_\_

Are you requesting a specific speaker or topic? YES / NO

If yes, please indicate the person's name or topic, relating to the newspaper, you would like covered? \_\_\_\_\_

If not, the speaker will do a hands-on creative newspaper activity that is appropriate for the grade level. He or she may also talk about his/her career.

Thank you for your request. Please allow one to two weeks for confirmation of your speaker. If you have any questions please call or email me.

Sincerely,  
Taylor Atseff  
315-470-2121  
tsatseff@syracuse.com

Send this form to:  
Taylor Atseff  
The Post-Standard  
PO Box 4915  
Syracuse, NY 13221

Fax this form to:  
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315-470-6090