

U.S. Army Corps of Engineers, Buffalo District: Speaking Engagement Request  
1776 Niagara Street, Buffalo, NY 14207

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**Group Information**

Group Name: \_\_\_\_\_

Group Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Speaking Engagement Information**

Date of event: \_\_\_\_\_

Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Length of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Location:

Background knowledge and composition (age/grade) of the audience:

What type of support, from the Corps of Engineers, is being requested?

**Technical Specs**

Available Equipment:

Projection Screen \_\_\_\_\_

Computer: \_\_\_\_\_

Projector for Computer: \_\_\_\_\_

Power Outlet: \_\_\_\_\_

Other: \_\_\_\_\_

Size of room and layout: