



RILEY COUNTY POLICE DEPARTMENT

Please complete the form and return to:

Riley County Police Department
Attn: Public Information Officer
1001 S. Seth Child Road
Manhattan, KS 66502-3115

SPEAKING ENGAGEMENT/APPEARANCE REQUEST

To assist the Riley County Police Department in serving your needs please complete this form as part of any invitation for a member of the Department to speak at or attend an event or special meeting. The Riley County Police Department attempts to accommodate most requests that support the mission of the Department and appreciates your patience during the speaking engagement approval process. As a general guideline we request 14 days advance notice of any event.

Name of Organization Requesting Speaker

Nature/Mission of Organization

Person to Contact

Contact Email **Contact Telephone Number**

Date of Event **Time of Event**

Alternate Date/Time

Location Event

Topic(s) to be Discussed

Time Allotted for Speech/Appearance

Number of Attendees

Requested Speaker if Known:

Substitute Speaker Acceptable? Yes No

Additional Comments/Special Instructions
Please note any special instructions (e.g., photograph, biography, audio visuals requested, etc.) for the speaker in the space provided below.

FOR INTERNAL USE

Submitted/Received By **Date Request was Submitted**

Approved By **Date** **Assigned To**

Speech Given By **Date** **Total in Attendance**

Start Time **End Time** **Total Minutes**

Once completed, return to the Public Information Officer