



# Speaker/Presentation Request Form

Administrative Services Department  
Mesa Consolidated Water District  
1965 Placentia Avenue, P.O. Box 5008 Costa Mesa, CA 92627-5008  
Fax # (949) 574-1036

Questions? Please call us at (949) 631-1205

## Contact Information:

Date of Request \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Organization/School \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

## Class/Meeting Information:

Topic(s) Requested \_\_\_\_\_  
Briefly describe the  
class/meeting/event \_\_\_\_\_  
and the objective \_\_\_\_\_  
Date(s) Requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_ Time Allowed \_\_\_\_\_  
Number of Attendees \_\_\_\_\_  
Location \_\_\_\_\_  
(if different) \_\_\_\_\_  
Contact's  
Signature/Date \_\_\_\_\_

### For Mesa's Use Only

Equipment/Materials:

Date Received:

Approved By:

Assigned  
Speaker: