

Request for Headquarters Officer as Speaker

Speaker Information

Name of officer requested: _____

Alternative officer: _____

Suggested speech topics: _____

Length of speech: _____ Size/type of audience: _____

Name of requester: _____

Group/firm/organization: _____

Contact telephone: _____

Background Information

Type of meeting: _____

Date and time: _____ Is date flexible? _____

Location: _____

Size of audience expected: _____

PCC Information

Name of PCC: _____

Postal district: _____

Postal co-chair: _____ Telephone: _____

Full address: _____

Industry co-chair: _____

Title: _____

Organization: _____

Full address: _____

For Headquarters Officer as speaker, return this form to:

SPEAKERS BUREAU
PCC PROGRAM OFFICE
UNITED STATES POSTAL SERVICE
1735 N LYNN ST RM 5013
ARLINGTON VA 22209-6420

Request for Headquarters Officer as Speaker Form

Allow as much time as possible for your speaker request. Many Headquarters and area personnel are frequently committed to speaking engagements months in advance. **NOTE: Headquarters officer resources are very limited within 30 days of National Postal Forums or National PCC events.**

Use the checklist for meeting preparations in the Pub.286 to assign and coordinate responsibilities.

Send all speaking requests for postal officers at PCC meetings to Customer Events, Service and Market Development at least 8-10 weeks before the meeting (earlier if possible). If you want a particular speaker, include the name of the speaker in the request. **Do not contact officers directly.**

Direct **Request for Headquarters Officer as Speaker** forms, with a copy to the area and district managers and postmaster (postal co-chair) to:

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