



Juvenile Court of Memphis and Shelby County

616 ADAMS AVENUE MEMPHIS, TENNESSEE 38105

Telephone: 901-222-0628

Thank you for inviting a representative from the Juvenile Court of Memphis and Shelby County to speak at your event!

Please fill out this speaker request form and e-mail it to Demetria.Springfield@shelbycountyttn.gov AND Gary.Cummings@shelbycountyttn.gov or fax it to (901) 222-0802 at least three weeks prior to your event.

We will do our best to match you with the judicial officer or staff member most appropriate for your event.

NAME OF PERSON REQUESTING SPEAKER: _____

ORGANIZATION: _____

EVENT: _____

EVENT DATE: _____

EVENT LOCATION:
(PLEASE INCLUDE ROOM, SUITE, ETC.) _____

**CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS
AND MOBILE NUMBER AT EVENT:** _____

START TME: _____ **ACTUAL SPEAKING TIME:** _____

END TIME: _____

SPEAKER'S RESPONSIBILITIES: _____

IS EVENT OPEN TO THE PUBLIC? YES _____ NO _____

IS EVENT OPEN TO THE MEDIA? YES _____ NO _____

PARKING INSTRUCTIONS: _____

NUMBER OF PEOPLE EXPECTED: _____

**KNOWN ELECTED OFFICIALS OR
DIGNITARIES ATTENDING:** _____

PROGRAM/AGENDA (ATTACH IF NECESSARY):

ANY ADDITIONAL INFORMATION: