# Speaker Request Form (2026-2027)

Thank you for your interest in having a Friendship Bench speaker at your activity or event. In order to help us facilitate your request, please complete, and submit the following form (and any corresponding attachments).

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**Approval is generally based on these factors:**

• If your event provides an outreach opportunity that is consistent with Friendship Bench's strategic plan; our mission, vision and values, or is of professional interest to the Friendship Bench leaders' and directors'.
• If we received your COMPLETED REQUEST FORM
• If the form is submitted at least 4 weeks prior to the desired presentation date
• If a Friendship Bench speaker is available on the date you've requested.

Unfortunately, it is not possible to honour all requests as we work with limited resources and high demand. Thank you for understanding.

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**Please complete in this word document, do not print, hand write and submit scanned pages.**

Once completed, return the speaker form to: speakers@friendshipbench.io

| SECTION 1: PERSONAL & ORGANISATIONAL DETAILS | RESPONSE |
|---|---|
| **Contact Full Name** | |

| | |
|---|---|
| **Contact Position/Role** | |
| **Email** | |
| **Mobile Number (incl. country code)** | |
| **Organization/ Agency Name** | |
| **For Profit/Not for Profit** | |
| **Organization/ Agency Website** | |
| **Social Media Channels. E.g. LinkedIn, Twitter, Facebook, Instagram, YouTube, Vimeo** | |

| **SECTION 2: EVENT/ ENGAGEMENT DETAILS** | | RESPONSE |
|---|---|---|
| THE ENGAGEMENT | **Event/ Engagement Title** | |
| | **Event/ Engagement Date(s)** | |
| | **Event/ Engagement Location** (*venue, city, country or platform)* | |
| | **Event/ Engagement Website - if applicable** | |
| | **Event/ Engagement Sponsor(s)** *(Besides yourselves)* | |
| | **Description of Event/ Engagement** (*Objectives, purpose or aims)* | |
| | **Is the event/ engagement live (and recorded) or pre-recorded? Will a recording be available to share with Friendship Bench?** | |
| | **Is the recording being repurposed post engagement? How & where?** | |
| THE AUDIENCE | **Audience demographics** | |
| | • Who can attend this event/ engagement?<br>• Is it open to the public or invitation only?<br>• How much are general public tickets (if applicable)? | |
| | **Expected number of attendees / channel reach** | |
| THE SPEAKER | **Speaker being requested?** | |
| | **Speakers' role in event/engagement?**<br>*(E.g. Keynote Speaker, Panellist, Presenter, Meeting Participant, Interviewee, Other (define)* | |
| | **Overall topic(s) for discussion/ presentation at your event**<br>*(E.g. Mental health + Youth + HIV + Psychiatry + Low Resource Settings + Thought Leader Solutions)* | |
| | **If your preferred speaker isn't available, will you accept another speaker?** (yes/no/maybe) | |

| **SECTION 3: SPEAKERS FOCUS** | RESPONSES |
|---|---|

| | | |
|---|---|---|
| **PRESENTATION DETAILS** | • **Presentation topic (if applicable)**<br>- *What topic/theme/title are you requesting the Friendship Bench speaker present on?*<br><br>• **Panel/ round table topic (if applicable)**<br>- *What topic/theme/title of the round table/panel discussion?*<br><br>• ***Interview/blog/ podcast*** **(if applicable)**<br>- *Please provide questions which will be asked in the interview, podcast, blog piece*<br>- *If you would need to interview more than the key person who else would you need to talk to?* | |
| | **Requested length of time for the speaking engagement?**<br>For keynotes, does this include a Q&A session post presentation? | |
| | Do you expect a **slide presentation**? Does this need to be **sent to you beforehand** for review? | |
| | Would you request rehearsal time from the speaker? | |
| **OTHER SPEAKERS / PANELISTS** | **If this is a panel discussion/round table request or your event has multiple speakers;** | |
| | **Who is moderation the panel/ round table?** | |
| | **Who are the other individuals (and associated organisations) sitting on the panel or speaking at your event?** | • <br>• <br>• <br>• |

| **SECTION 4: GUEST SPEAKER BUDGET/ HONORARIUM** | | |
|---|---|---|
| As a nonprofit, FB has limited financial capacity and budget channels, would you be able or willing to help defray costs associated with your visit/ an honorarium and/or ability to cover costs.<br><br>If so, select below the elements **<u>where appropriate for your request</u>** and any extra details; | | |
| **COSTINGS & HONORARIUM** | **Fixed amount honorarium** (YES/NO) - If yes, specify amount or gift | |
| | **Friendship Bench donation** (YES/NO) - If yes, specify amount or gift | |
| | **Speaker budget** (YES/NO) - If yes, specify amount | |
| | **Round flights** (YES/NO) | |
| | **Accommodation** (YES/NO) - If yes, specify number of nights covered | |
| | **On ground transport** (YES/NO) | |
| | **Per diem** (YES/NO) - If yes, specify amount and days covered | |
| | **Meals** (YES/NO) - If yes, specify details | |
| | **Would the host organise travel & accommodation or want the speaker to organise and then reimburse the organisation?** | |
| | **Other details which will help Friendship Bench make an informed decision while processing your request;** | |

| SECTION 5: AMINISTRATIVE REQUESTS | | |
|---|---|---|
| What would you need from the Friendship Bench team to make your event or engagement possible; | | |
| A S S E T S | **Speaker bio** (YES/NO) | |
| | **Friendship Bench profile** (YES/NO) | |
| | **Speaker headshot** (YES/NO) | |
| | a) **High resolution photographs?** (YES/NO)<br>b) **Would you be sending a photographer?** (YES/NO) | |
| | **a) Video content?** (YES/NO)<br>**b) Would you be sending a media crew?** (YES/NO)<br><br>**Please note.** When working with a media crew and wanting to visit the community or clinics, an agency is required to get permits from the Zimbabwe Ministry of Broadcasting and Information, this is a process we are not involved in and suggest you use a film fixer to assist in the process. Should you need this we can introduce you one. | |
| | **Other, please specify…** | |
| | **When do you need a response by?** | |

If there is anything else you would like us to know or a special request that has not been covered in the above information, please let us know here:

Once completed, return the speaker form to: speakers@friendshipbench.io

---------- **BELOW THIS LINE FOR INTERNAL USE ONLY**----------

RECOMMEND / NOT RECOMMEND :

APPROVED / DISAPPROVED :

Review/Revision Date:

_____ Comments (if any)

_____ Comments (if any)

_____ Initials _____ Date

_____ Initials _____ Date