



Florida Lottery Partnership Speaking Event Form

FOR LOTTERY USE ONLY

This event was received and coordinated by:

- ☐ Strategic Partnerships (A contracted deliverable from a Partnership Agreement)
☐ Secretary of the Florida Lottery Office of the Secretary

General Partner Information

Organization Name:

On-Site Contact Name:

Contact Cell Phone:

Contact Email:

Event/Organization Website:

Event Information

Name of Event:

Brief Description of Event:

Date of Event:

Time of Event: to

Has a speaker from the Lottery been confirmed for your event? Yes ☐ No ☐

Any assets needed from the Florida Lottery for the speaker of this event should be coordinated via email.



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Date/Time Speaker Scheduled to Speak:

Location of Event:

(full address of speaking event & table/booth location)

Conference/Banquet Room Name/Number:

Parking Information and Details:

Is this event in-person, online or hybrid?

Will this event be streamed live, recorded, or shared on social media?

If this event is recorded, please provide the link here:

Expected Arrival Time of the Lottery's Speaking Representative:

Length of Speaking Opportunity:

Attire of Event:

Event Registration Website, if applicable:

Estimated Audience Number:

Expected Audience Members

(Check all that apply).

Students

Parents

Educators

Community Leaders

Political Figures

Other

If you selected "Other" above, please explain:

Total number of Lottery staff invited or expected to attend:

Is this event open to the public or by invitation only?

Do you anticipate press coverage?

Will there be a designated photographer at the event?

If photos will be made available to the Lottery, please list the expected time and date of delivery via e-mail.



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**The partner is responsible for arranging professional photographs at the event(s) and sending them to partnerships@flalottery.com*

Key message(s) to include (if applicable):

Partner's deadline to receive the Lottery's pre-recorded message (if applicable):

Miscellaneous Logistics:

To be provided by Partner. Check all that apply:

☐

Teleprompter

☐

Microphone

☐

Easel Up to 28" x 36"

☐

Podium

☐

Project/Screen Display

☐

Tables/Chairs

Requested to be provided by the Florida Lottery. Check all that apply.

☐

Table with Tablecloth

☐

Tent

☐

Lottery Banner/Signage

Event Run of Show/Agenda

Provide the event's run of show/agenda or attach it separately when submitting this completed event form. Describe the event flow, including the duration of the keynote speaker's address, the representatives speaking before and after the Lottery representative, the panel members, and their speaking times. Include details on the representatives and organizations speaking, if applicable. Please also add any other relevant information not mentioned above.