

**Connecticut Department of Social Services  
John S. Martinez Fatherhood Initiative of Connecticut  
Protocol for Requests for Speakers/Presentations**

Requests may be received from state or local agency partners via email, phone or in person for various events, such as resource fairs, staff training, community informational sessions, etc.

Upon receiving a request, the following information should be obtained in order to best meet the need of the requesting entity:

<b>DATE OF REQUEST</b>	
<b>STAFF PERSON TAKING REQUEST</b>	
<b>METHOD OF REQUEST</b> (FI Info line, email, phone, in person while at a meeting, etc.)	
<b>REQUESTING AGENCY</b> (name/address)	
<b>CONTACT PERSON</b> (name/phone/email)	
<b>LOCATION OF PRESENTATION</b> (if different from above)	
<b>DATE &amp; TIMEFRAME OF PRESENTATION</b>	
<b>TOPIC(S) OF PRESENTATION</b> (i.e., father involvement, child support, custody, child welfare, etc.)	
<b>AUDIENCE TYPE</b> (i.e., staff, program participants)	
<b>NUMBER OF PARTICIPANTS EXPECTED</b>	
<b>ADDITIONAL INFO</b>	

**Once the above information is obtained, send completed form via email to Diana Mason with cc to Tony Judkins.** Decisions will then be made regarding the identification of additional state/local partners that should be contacted for possible participation, audiovisual needs, written materials to be provided, travel, etc. and a staff person will be assigned to represent the Department. Thank you.