

**PRESENTATION/GUEST SPEAKER REQUEST FORM**

Agency/Group Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event (and requested length): \_\_\_\_\_

Location of Event (full address): \_\_\_\_\_

Number in Attendance: \_\_\_\_\_

Age Range: \_\_\_\_\_

Type of Audio/Video Equipment Available to Presenter:

- TV
- DVD Player
- VCR
- Computer (with MS PowerPoint)
- Wireless Presenter Remote/Pointer
- Computer Projector
- Projector Screen
- Audio Sound System/Microphone
- Podium

Special Requests: \_\_\_\_\_

\_\_\_\_\_

-----TASK FORCE USE ONLY-----

Presentation Assigned To: \_\_\_\_\_

Date Assigned: \_\_\_\_\_