

# Cornell Cooperative Extension Putnam County

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## SPEAKERS BUREAU REQUEST FORM

If you would like to book a speaker from our Speakers Bureau, please complete this form and return it by email at least one month prior to your requested date to the following email address: putnam@cornell.edu

Select your choice of seminar from our brochure or website.

Special requests may be accommodated as we are able.

Please complete a separate form if you are requesting more than one date.

Topic requested: \_\_\_\_\_

Please describe in detail what you would like to gain from the presentation so that it can be adapted to meet your needs: \_\_\_\_\_

Are you looking for a 'hands-on' component/workshop to this presentation? Yes/No \_\_\_\_\_

Presentation Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_ Target Audience: \_\_\_\_\_

What is the experience level of the target audience on the chosen topic:

No knowledge,  Some knowledge,  Very knowledgeable

Name of Your Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact person booking event \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Location and Address where the presentation will take place:

Phone for above address: \_\_\_\_\_

Do you have any of the following for our speaker to use?

Laptop  LCD Projector  Screen or White Wall  Extension Cord  
 HDMI cord  VGA cord  WiFi/Internet Access

Other: \_\_\_\_\_

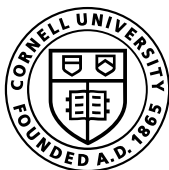
**Cornell Cooperative Extension of Putnam County will provide presentation and demonstration materials, handouts and evaluations unless otherwise discussed.**

Fee: \$125 (Plus materials if applicable)

This fee helps us continue our mission of community education in Putnam County.

Discounts for non-profit and public service organizations may be requested.

If you have and require a Speaker's Agreement, please attach it to this form.



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Cornell Cooperative Extension is an equal opportunity employer and educator.