

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: Amanda Colley, Volunteer and Program Coordinator, at the following email address: amc399@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: \$200 (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.

- Building Strong and Vibrant New York Communities -

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities

