



## Speaker/Consultation Presentation Request Form Volunteer Fairfax

Today's Date: \_\_\_\_\_

### Contact Information

Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Presentation Information

Date & Time: \_\_\_\_\_ Length of Presentation: \_\_\_\_\_

Location: \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_

Presentation Type (panel, lecture, workshop, etc.): \_\_\_\_\_

Resources Available:  Projector  Screen  Laptop/Computer  Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Other Speakers (invited/confirmed): \_\_\_\_\_

### Participant Information

Estimated Number of Participants: \_\_\_\_\_

Description of the Participants (age range, interest, training level, etc.): \_\_\_\_\_

Relationship of participants to organization (employees, members, students, etc.): \_\_\_\_\_

### Administrative Information

How did you hear about Volunteer Fairfax?: \_\_\_\_\_