



Speakers' Bureau Confirmation Form

If you'd like to book a speaker from our Speaker's Bureau, please sign complete this form, and return it by mail or FAX at least one month prior to your requested date to Annie Christian-Reuter at the above address.

Select your choice of seminar or workshop from our brochure (please complete a separate form if you are requesting more than one date): _____

Presentation Date: _____ Starting Time: _____ Duration: _____

Number expected to attend: _____ Nature of Audience: _____

Name of Organization: _____

Location of Presentation: _____

Address of Presentation: _____

Phone at above address: _____ Contact Person at this location: _____

Contact person booking this event: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____ Fax: _____

- Do you have any of the following for our speaker to use?** Laptop LCD Projector Slide Projector
 Overhead Projector Screen or White Wall Darkened room
 Extension Cord Other: _____

Cornell Cooperative Extension of Rockland County will provide presentation and demonstration materials, handouts and evaluations.

Fee:

There is a \$85.00 fee per presentation.

We offer a discount if an organization signs up for a series of presentations.

Two presentations: \$150.00 / Three presentations: \$225.00 *

**Please submit by mail payments made payable to :
Cornell Cooperative Extension of Rockland County**

10 Patriot Hills Dr
Stony Point, NY 10980

***If you need to cancel a program, please notify CCE at least one week prior to scheduled program.
Refund requests will not be accepted if the cancellation occurs with less than a week's notice.**

Requestor's Name (please print)

Requestor's Signature / Date

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