



Cornell University
Cooperative Extension
Rockland County

10 Patriot Hills Drive
Stony Point, NY 10980
Phone: (845) 429 - 7085
Fax: (845) 429 - 8667
www.rocklandcce.org

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/
FAX/E-Mail at least one month prior to your requested date to Ernesto Leon (el456@cornell.edu) 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 the above address: _____ Contact person booking this event: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ 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 an \$100.00 fee per presentation.

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

Two (2) presentations or more: \$90.00 **each**

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

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*

Speakers’ Bureau Confirmation

*Your request will be confirmed when you receive a copy of this signed confirmation.
This confirmation is valid only when signed by a CCE staff representative.
Please note the speaker and their contact information.*

CCE Representative’s SignatureDate

For CCE office use:
Speaker(s) assigned: