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# Public Education & Awareness Presentation Request

**Date(s)&Time of Presentation:** \_\_\_\_\_

**Details of Location:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>School/Organization:</b>
<b>Background:</b>
<b>Contact Person:</b>
<b>Phone/email</b>
<b>Address</b>

## PURPOSE

Promotion/Fundraising  
 Advocacy/Education  
 Other \_\_\_\_\_

Done in Collaboration with: \_\_\_\_\_

## Presenters - for office use

\_\_\_\_\_

## AUDIENCE

**Characteristics**

\_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Expected Audience Participation**

High       Medium       Low

## Results of Presentation for office use only

**Number in Audience** \_\_\_\_\_

**Audience Participation:**

**Objectives Met**     High     Medium     Low

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you note to be sent to:**

\_\_\_\_\_

\_\_\_\_\_

**Donation Requested?**     Yes     No

**Amount Received \$** \_\_\_\_\_ **In Kind:** \_\_\_\_\_

**Follow up Required:** \_\_\_\_\_

\_\_\_\_\_

## Materials Needed

<input type="checkbox"/> Membership forms	<input type="checkbox"/> Attendance Forms
<input type="checkbox"/> Registration Forms	<input type="checkbox"/> Evaluation Forms
<b>Promotional Materials</b>	
<input type="checkbox"/> Pamphlets	<input type="checkbox"/> Posters <input type="checkbox"/> Display
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Handouts <input type="checkbox"/> Board
<b>Audio-Visual</b>	
<input type="checkbox"/> DVD/VCR/TV	<input type="checkbox"/> Posters <input type="checkbox"/> Display
<input type="checkbox"/> Flip Charts	<input type="checkbox"/> Podium <input type="checkbox"/> Video
<input type="checkbox"/> PowerPoint/Laptop	

**Request taken by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please note: Our presenters are members of our speakers bureau that comprises of staff and volunteers.