



Cornell University
Cooperative Extension
Rockland County

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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 Donna Cooke 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: _____

Note: A minimum of 10 people required. Please confirm the number attending the day before the event.

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: \$75 per presentation. For more than one presentation on the same day at the same location: \$150 for 2 presentations, \$200 for 3 presentations. Fee is collected at the time of the presentation. Please make check payable to: **Cornell Cooperative Extension of Rockland County.**

Requestor's Name (please print)

Requestor's Signature / Date

Building Strong and Vibrant New York Communities

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 Donna Cooke or CCE staff representative.
Please note the speaker and their contact information.*

CCE Representative's Signature

Date

For CCE office use:
Speaker(s) assigned:

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