



# Educational Presentation Request Form

Please return this form to Emerge **at least one month** before your requested presentation date. Mail to 2545 E. Adams St. Tucson, AZ 85716, e-mail to outreach@emergecenter.org, or fax to 520.795.1559. **Due to limited resources, we cannot fulfill all requests.**

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

\_\_\_\_\_  
Response Requested By (date)

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address of Presentation Location

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Presentation Date

\_\_\_\_\_  
Presentation Time

My presentation date is flexible

My presentation time is flexible

\_\_\_\_\_  
Name of Event (If Applicable)

\_\_\_\_\_  
Estimated Number in Attendance

\_\_\_\_\_  
Type of Group (E.g. Children, Clergy, Police Officers, Hairstylists, etc.)

Please check the boxes to indicate which of the following A/V equipment is available for use at the presentation location (we will bring whatever is not available):

Projector     Speakers     Laptop/PC     No capacity for A/V

Length of Presentation Requested\*:

\*Due to the nature and depth of the presentation content, we require a minimum of half an hour for presentations.

30 min.     45 min.     60 min.     90 min.     120 min.     other \_\_\_\_\_

Purpose of event and/or specific topics you would like covered, if applicable (What you would like to learn / what you will use this information for):

Additional Comments/Notes:

For Internal Use Only:

Outlook

Comm. Log

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