



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 unfortunately cannot fulfill all requests.**

Today's Date

Response Requested By (date)

Company/Organization

Contact Person

Address of Presentation Location

City

State

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.)

A/V Requested? Yes No

If yes, please check the boxes to indicate which of the following A/V equipment is available for use at the presentation location:

Projector Speakers Laptop / PC

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 for3)

Additional Comments/Notes:

For Internal Use Only:

Outlook

Comm. Log

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