

Speaker/Display Request Form

Date: _____

Contact Information

Name: _____

Phone: _____

E-Mail: _____

Location and Address for Presentation/Display: _____
 _____ Indoors / Outdoors (circle one)

Presentation Request Information

Presentation Topic* Requested: _____

Size of Expected Audience: _____ Age Group: _____

Length** of Presentation Requested: _____

Context: _____

Date/Time of Presentation: _____

A/V & Computer Equipment

Provided: _____

Needed: _____

Additional Information: _____

Please email this request to info@sdspace.org at least two weeks before the requested presentation.

SDSpace Use Only

	Reviewed by:	Date:	Hours
	Presenters Name:	Contact Info:	Volunteered
1			
2			
3			

* Available topics: <http://sandiegospace.org/projects/presentations/>. If display, please indicate *Mars Society*, *San Diego Space Society* display or both.

** Please allow an additional half hour to set up and another to take down.