



REQUEST FORM

Atlanta Audubon Society Speakers at various functions, club meetings and events

Thank you for your interest in having a speaker from Atlanta Audubon Society take part in your event. To maximize our response to your request, we ask that you complete the request form below. Atlanta Audubon Society anticipates providing you with a knowledgeable speaker and appropriate hand-out materials. Please read our guidelines before you complete the request form below and return it to us. See the request form for directions. Your request will be processed as quickly as possible. Be aware we will only be able to commit to your request if we can secure the necessary volunteers.

Guidelines

- Please make your request at least four weeks in advance of the event using the form below.
- While Atlanta Audubon Society does not require a fee for “speaking engagements and bird walks,” we do ask that requesting groups consider making a contribution to the organization.
- We also ask that if the requesting organization would like a PowerPoint presentation made to it members that it supplies the necessary equipment, including LCD projector, screen and lap top. Our speakers will come with a thumb drive with their presentation on it.

Request Form: Date of Request: _____ **Date of Event:** _____

A. Contact Information

1. Contact name: _____
2. Contact email address: _____
3. Contact telephone number: _____
4. Organization (include name, address, and website): _____

B. Event Information

1. Name of event/function: _____
2. Anticipated number of attendees: _____
3. Date including month, day, year, start time, and expected length of talk _____
4. Any specific bird/birding topic you are requesting? _____
5. Event location (include city and county and full address so our speaker can MapQuest the site for directions) _____
6. Are there any special requirements?: _____

Thank You!

Please forward to us at igyar@earthlink.net