

CCAHCE SPEAKER CONTACT FORM

HCE member making the contact _____

Person being contacted _____

Phone number for this person _____

Topic _____

Month we'd like the presentation _____

Location: _____ Columbia Co. Administration Bldg., Portage

_____ Columbia Co. Health & Human Services Bldg., Portage

THINGS TO DISCUSS

FIRST: Tell the person about CCAHCE and explain that the educational programs are opportunities for the members to learn and to take their learning back to other members in their local club; tell person that there are typically 20-30 people in the audience; let person know that CCAHCE may be able to pay mileage (but not a speaker fee)

1. Can you speak on this topic?

If no, can you suggest a name and phone number for someone who could speak on the topic? _____

If yes, go on the next item.

2. We would like to have this topic in _____ - are there a few Tuesday or
(month)

Thursday afternoons that would be available for you? (NOTE: we usually have speaker at 1:30 – we ask for a few dates so we can check space availability)

Dates that would work for the speaker: _____

I will call you back after we find out which of those dates would work for space availability.

Also, would you require a speaker fee or mileage (at county rate)?

3. Once we determine the date we would like to send you a form to fill out so you could give the title of your presentation and let us know if you will need any audiovisual equipment. What address can we send that to?

Name: _____

Street Address: _____

City & Zip Code: _____

Thank you. I'll be in touch as soon as possible to confirm a date and location.