



**Columbia County Association for Home and Community Education
Speaker Agreement Form**

We're pleased that you will be doing a presentation for the Columbia County Association for Home and Community Education.

In order for us to prepare for the presentation, please complete this form and return it to your **HCE contact person:**

Date and location for your presentation: _____

The topic for your presentation topic is: _____

Your name as it should appear in our program: _____

Your email address (if you use email daily) _____

The title you've chosen for your presentation: _____

Two-three sentences that can be used to promote your presentation:

Please indicate any audiovisual equipment that you will need us to provide:

Do you require mileage reimbursement (at county rate)? Yes --- number of miles _____
 No

Are there any other special arrangements or set-up you will need? If so, please describe.

PLEASE TURN OVER

If you are able to bring handouts, please bring **125 copies**. Some attendees will be taking information back to share with club members in their communities.

If you need us to do the copying you can send handouts by postal mail or e-mail, as long as they arrive a week before the engagement date.

We will not do a contract with you. However, submission of this Speaker Agreement Form implies your commitment to doing this presentation. If you are not able to do the presentation, please notify your HCE contact person as soon as possible.

Thank you again for agreeing to be with us. We look forward to meeting you!