



Rutgers Master Gardeners of Somerset County Speakers Bureau Booking Request

To request a presentation or workshop by the Speakers Bureau of the Rutgers Master Gardeners of Somerset County, please complete this form and email it to Jessica Shick, Environmental Program Coordinator, at jshick@co.somerset.nj.us.

Organization Name _____

Contact Name _____

Phone Number _____ Email Address _____

First and Second choice of topics from list of presentations:

- 1) _____
- 2) _____

Give preferred date and alternate: (30 days advanced notice requested)

- 3) _____
- 4) _____

Time meeting will begin _____ Time presentation will begin _____
(when possible, we prefer to start the presentation prior to the start of other business due to the time it takes to set up)

Address of meeting location

Length of talk desired _____ Expected Attendance _____ Room to be darkened? _____

Please describe the A/V equipment available. Speakers can bring PowerPoint slides on a USB or projector

Are your meetings open to non-members or the public? _____

Do you charge a fee for your presentations? _____

Is an Honorarium available? _____