



## Rutgers Master Gardeners of Somerset County Speakers Bureau Booking Request

To request a presentation by the Somerset County Rutgers Master Gardeners Speakers Bureau, please complete this form and email it to Jessica Shick, Environmental Program Coordinator, at [jshick@somersetcountynj.gov](mailto:jshick@somersetcountynj.gov).

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 (screen, projector, microphone, etc) and room set up (classroom style, auditorium, etc). Speakers can bring presentation on a USB thumb drive or a projector.

\_\_\_\_\_  
 \_\_\_\_\_

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

Do you charge a fee for your presentations? \_\_\_\_\_

Is an Honorarium available? \_\_\_\_\_