



Speaker Questionnaire

Date:

Contact

Name:	Position / Title:
Phone:	Email:
Name of Group / Organization:	
Address of Group / Organization Event:	

Program Details

Date of Event:	Time of Event:	Length of Presentation:	mins. Q&A:	mins.
Requested Speaker:	Monica Kelsey <input type="checkbox"/>	Other SHBB Representative <input type="checkbox"/>		
Estimated Number of Attendees:		Age Range of Attendees:		
Speaker honorarium: \$		Travel and lodging included? (Y/N)		
Is the event a fundraiser for SHBB?		If yes, what is the budget for the event?		

Please provide details for all items below so that we may confirm schedules and customize the speaking event.

1. How did you hear about Safe Haven Baby Boxes?

2. Is there a theme or focus for this event?

3. Please specify the attire for this event.

4. Will audiovisual equipment be made available?

5. Will there be any other speakers or activities at this event? If yes, please explain.

6. What goal or outcome do you hope to achieve from this presentation?

Requests should be submitted no later than 4 weeks prior to date of the event. Please allow 7 business days to receive a response.

Thank you for taking the time to complete this questionnaire. Please contact us if you have any further questions.

Mail: Safe Haven Baby Boxes
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Woodburn, IN 46797

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