



1. Name of Proposed Speaker: _____
2. Speaker's Contact Info (if known):
 - a. Phone: _____
 - b. Email: _____
3. Subject of Presentation:

4. Information on Individual Requesting/Proposing Speaker:
 - a. Name: _____
 - b. Contact Info: Phone: _____
Email: _____
 - c. Have you heard this individual speak? Yes _____ No _____
 - d. Has a presentation to the club already been discussed with this individual? Yes _____ No _____
 - e. Has a presentation date been discussed? Yes _____ No _____
 - f. Will you be introducing this speaker? Yes _____ No _____
5. Follow-up: Would you prefer to work on scheduling this presenter or would you prefer a committee member follow-up with the proposed/requested speaker?
 - a. Will work on scheduling: _____
 - b. Prefer having a committee member follow-up: _____

Submitter's Name & Phone or Email: _____

Date Submitted: _____

Date Reviewed by Committee: _____

Please email completed form to Sylvia Doyle (doyles@moravian.edu) or Deb Geiger (geiger.debra@rcn.com) or print and hand-deliver to them at a Club Meeting.