Virginia Cooperative Extension
Virginia Tech • Virginia State University

SPEAKER REQUEST FORM
ROANOKE MASTER GARDENER ASSOCIATION

CONTACT INFORMATION:

Name: Click or tap here to enter text.	**Phone:** Click or tap here to enter text.
Organization: Click or tap here to enter text.	**Email:** Click or tap here to enter text.

EVENT INFORMATION:

Program Date & Time: Click or tap to enter a date.	**Estimated Attendance:** Click or tap here to enter text.
Location: Click or tap here to enter text.	**Program Length:** Click or tap here to enter text.
Topic(s) Requested: Click or tap here to enter text.	

PROGRAM TYPE:

☐ **Speaker** ☐ **Workshop** ☐ **Demonstration** ☐ **Consultation**

AUDIENCE TYPE:

☐ **Adults** ☐ **Youth** ☐ **Mixed** ☐ **Master Gardeners**

VISUALS NEEDED:

☐ **Slides** ☐ **Video** ☐ **Printouts** ☐ **Display Board** ☐ **Unknown** ☐ **Other:** Click or tap here to enter text.

EQUIPMENT AVAILABLE:

☐ **Wi-Fi** ☐ **Screen** ☐ **Microphone** ☐ **Projector** ☐ **None**

EQUIPMENT PROVIDED BY:

☐ **Host** ☐ **VCE/EMG** ☐ **Unknown** ☐ **N/A**

PUBLICATIONS/HANDOUTS REQUESTED: Click or tap here to enter text.

INTERNAL USE ONLY (VCE/RMGA)

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Date Received: Click or tap to enter a date.	**Received By:** Click or tap here to enter text.	**ID#:** Click or tap here to enter text.	**Forwarded To:** Click or tap here to enter text.

STATUS: ☐ **Approved** ☐ **Provisional** ☐ **Agent Led** ☐ **Declined**

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