

# AUTHOR PRESENTATION REQUEST FORM

For more information please call Rita Mills @ 713-937-9184

First, please print and complete this form. This information helps give us a good idea about budget, timeline, and topics. Please fax this form to: Rita Mills at 713-896-9887. We will call or email to confirm that we have received your request.

Once we have received your form, we will get in contact with the author and pass along your information for them to contact you directly. Some authors are more busy than others, but it is always good to try and plan at least 3-6 months in advance of when you want a presentation. In the case of school visits please be aware that if travel is involved with a request it is always best to have several appearances allotted for the same trip so the travel expenses can be shared. This coordination and finding of the schools to participate is your responsibility.

Date of Request \_\_\_\_\_ Email Address \_\_\_\_\_

Your Name \_\_\_\_\_ Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phones

Work \_\_\_\_\_ Times Available \_\_\_\_\_ Home \_\_\_\_\_ Times Available \_\_\_\_\_

How did you hear about us \_\_\_ Friend \_\_\_ Teacher \_\_\_ Librarian \_\_\_ Internet Search \_\_\_ Other

Name of Person or Search Engine \_\_\_\_\_

Budget Price Range \_\_\_\_\_

Type of Presentation / Topic \_\_\_\_\_

Author / Presenter of Interest \_\_\_\_\_

2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Age Range of Audience

Up to PreK  PreK to Grade 2  Grades 3 - 5  Middle Grades  High School  Adult

Dates Wanted in Order of Importance

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Specifics about the Presentation

1. How many presentations will be scheduled \_\_\_\_\_

2. What will be the format

large presentations  classroom,  auditorium  combination

3. What will be the room size? \_\_\_\_\_

4. How many students will attend each presentation? \_\_\_\_\_

6. Make-Up of audience  one age group  several different age groups

## Availability of presentation needs

Stage  Stationary Microphone  Mobile Microphone  Podium  Lectern

Audio Video Equipment  Dressing or Staging Area