

Hanover Area PROBUS Club

Guest Speaker Booking Information Form

Meeting Information:

Meeting Date: _____ Meeting Time: _____

Meeting Location: _____

Guest Speaker Information:

Speaker Name: _____

Organization: _____

Phone: _____ Cell: _____ Email: _____

Speaker Biography: Requested: _____ Received: _____

Remuneration: No Yes Amount: _____

Presentation:

Subject / Title: _____

Presentation Length: _____ Presentation Start time: _____

Equipment needed: Laptop Projector: Table:

Other: _____

Other Information:

PROBUS member contact: _____ Date Speaker Booked: _____

PROBUS Member Introducing Speaker: _____

PROBUS Member Thanking Speaker: _____

Honourarium: _____

Date of Confirmation Call to Speaker (one week before meeting date): _____

Notes: _____
