

Presentation Opportunity
AVP/CA

Group _____

Topic _____

Day & Date _____ Arrival time _____ Length _____

More detail about actual presentation:

Contact people/phone/email: _____

How did they find AVP?

Location of meeting: _____

Directions:

Audience:

of people _____ Ages? _____

Who are they? Why interested?:

Nature of opportunity (speaking, display, TV, radio, film) _____

Presenter(s) _____

HANDOUTS/workshop materials to take:

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Fill this out AFTER PRESENTATION

Post-presentation report: # of people in attendance _____

Materials handed out: # _____ Specific materials of interest:

Comments (*Use other side if necessary*):