

The Brother Benno Foundation

Community Event and Guest Speaker Request form

Thank you for your interest in The Brother Benno Foundation representation for your organization or event. Please complete the following form in its entirety, so that we will have all the necessary information to follow up with you effectively. We cannot guarantee that we will be available, but we will respond by the response date that you request. We suggest that you submit this form 4-6 weeks in advance so that we can make plans and schedule staff and/or volunteer time to attend. Send you completed form to media@brotherbenno.org.

Which best describes this event or request?			
<input type="checkbox"/>	Guest Speaker	<input type="checkbox"/>	Community Event
<input type="checkbox"/>	Volunteer/Intern Service Fair	<input type="checkbox"/>	Other: _____
Name of Organization*			
Name of Contact*			
Contact Phone Number*			
Contact Email address*			
Name of Event or Occasion:			
Description of Event or Occasion and what impact your organization hopes to achieve with this request:			
Date of Speaking Engagement (mm/dd/yyyy):			
When would you like us to confirm with you by?			
Address of Speaking Engagement:			
Arrival/set-up Time:			
Start Time of Speaking Engagement:		End Time of Speaking Engagement:	
How many attendees do you expect?			
Describe your expected attendees (parents, seniors, employees of your organization, etc):			
What type of information would you like us to share?			
<input type="checkbox"/>	About The Brother Benno Foundation		
<input type="checkbox"/>	How to get involved with The Brother Benno Foundation		
<input type="checkbox"/>	Tabling in addition to guest speaker		
<input type="checkbox"/>	Other		
Which of the following will be provided?			
<input type="checkbox"/>	Laptop or Computer		
<input type="checkbox"/>	A/V System		
<input type="checkbox"/>	Projector and Screen		
<input type="checkbox"/>	Table		
<input type="checkbox"/>	Table Linens		
<input type="checkbox"/>	Canopy or Tent		
<input type="checkbox"/>	Other: _____		