



UNITE Speaker & Presentation Request

Please complete and return to Becky Calhoun by FAX at 606-677-6166 or e-mail to bcalhoun@centertech.com.

Day and Date of presentation: _____

What time will the presentation be held? _____

Where will the presentation be held (give name of facility and street address)? _____

Describe the type of presentation desired: _____

How much time will the presenter have? _____

What is the target audience (students, community group, business group, etc.)? Please be specific: _____

How many people are expected to attend? _____

Name of group making request: _____

Person to contact for more information: _____

Contact phone: _____ Contact e-mail _____

For office use only:

Date request received: _____

Assigned to: _____ Date assigned: _____