

# ACA Speaking Info Sheet for Community Groups and Organizations

*Please fax form to 214-509-6887 or email to solutions@allencounselingassociates.com*

Event Date(s) and Time(s): \_\_\_\_\_

Topic: \_\_\_\_\_

Event Location (full address): \_\_\_\_\_

Event Directions: \_\_\_\_\_

Audience: \_\_\_\_\_ Average Attendance: \_\_\_\_\_ (for handouts)

Presentation Length: \_\_\_\_\_ Time for Q and A? (Circle)      Yes      No

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fee (if applicable): \_\_\_\_\_

Audience dress code/ speaker expectation?      Professional      Business Casual      Casual

Access to projector and screen? (Circle)      Yes      No

May we bring promotional materials?      Yes      No

If large event, may we have a table?      Yes      No

May we do an evaluation at the end?      Yes      No

May we request participant email information?      Yes      No

Is the event closed to the public?      Yes      No

If no, may we promote it through email, flyers, community ads, and brochures?      Yes      No

If yes, may we allow our staff to attend for training purposes?      Yes      No

Additional Instructions/Comments:

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Thanks so much for choosing us for this event. If you have any questions or concerns, please don't hesitate to contact us.