

# Guest Speaker Information Sheet

Our club is always seeking speakers that have an interesting and informing presentation. We welcome speakers that can present on anything from a community interest situation to a historical education piece to something that all of us need to be more aware of. Since we are not a political or religious organization, we ask that the topics appeal to a wide audience of diversity.

Please complete our Guest Speaker Information form below. This will enable us to correctly announce your presentation topic on our club's calendar, publish the information in our bulletin and in the press and give you a proper introduction at the meeting. Thank you in advance for providing as much detail as possible in the spaces below.

**PLEASE RETURN THIS FORM TO MIKE MIKOLAY AT LEAST TWO WEEKS PRIOR TO YOUR SCHEDULED TALK.**

Name:
Address:
Daytime Phone:
Cell Phone:
Email Address:
Company or Organization You're Representing:
Profession:
Please give us a brief overview of the topic you will be presenting (brief paragraph for PR).
Please provide us with your bio or an introduction for yourself. You can send by attachment also.
Any other comments or special needs including AV help with a power point presentation or video?

**PLEASE SEND THE COMPLETED FORM TO MIKE MIKOLAY VIA EMAIL AT [MIKE.MIKOLAY@GUARDIANJET.COM](mailto:MIKE.MIKOLAY@GUARDIANJET.COM) or FAX AT 203-738-1112.**