

**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*):