

## Susan G. Komen Speaker Request Form

**Organization:** \_\_\_\_\_

Contact Name: *(Person at event to greet speaker)* \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Web Address: *(If applicable)* \_\_\_\_\_

Please provide a brief description of the mission of your organization: \_\_\_\_\_

\_\_\_\_\_

Preferred **Date:** \_\_\_\_ / \_\_\_\_ Preferred **Time:** \_\_\_\_\_

**Event Location:** *(name of host organization/building)* \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Emergency Contact\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*\*Our volunteer should be able to call this person in case of emergency on the day of the event.*

Is there a fee charged for this event? **Y/N** If yes, please specify amount \$ \_\_\_\_\_

What expenses does this cover? \_\_\_\_\_

Is there a fund-raising or promotional component to this event? **Y/N**

If yes, please identify beneficiary/organization: \_\_\_\_\_

**Number of Participants Expected:** \_\_\_\_\_ **Time allowed for Presentation:** \_\_\_\_\_

Please describe the audience: *(e.g. gender, age range, religion, breast cancer survivors, languages spoken other than English, etc.)*

Please describe the type and format of the event: *(e.g. lunch and learn., informal discussion., etc.)*

\_\_\_\_\_

Will there be additional speakers? **Y/N** *(Please identify their organization)* \_\_\_\_\_

How should the speaker dress? *(business casual, suit, etc.)* \_\_\_\_\_

Would you like breast health information materials for the presentation? **Y/N**

How did you hear about us? \_\_\_\_\_

Questions? (716) 887-2645

**THANK YOU FOR YOUR EFFORTS IN RAISING AWARENESS ABOUT BREAST CANCER! WE WILL CONTACT YOU ONCE WE HAVE RECEIVED THIS COMPLETED FORM**

*Please return to:*

Michele Magaris: Email- [michelemagaris@komenwny.org](mailto:michelemagaris@komenwny.org) or Fax: 844-303-5309

Or, mail to the office address below

Susan G. Komen® Western New York  
742 Delaware Avenue Buffalo, New York 14209 ☎ (716) 887-2646  
[www.komenwny.org](http://www.komenwny.org)