



REQUEST FOR PRESENTATION ON THE VIOLINS OF HOPE

Name of Organization

Address

Phone

Date Submitted

Name of Organization's Representative

Representative's Role in the Organization

Phone

Email

List up to three preferred dates and times for a Violins of Hope presentation.

	Date	Time	Specific Group to Whom Presentation Will be Given	General Estimate of Numbers of Participants
1.				
2.				
3.				

Please provide instructions to the presentation location and any helpful about parking and/or entering the facility.

Presentation Requirements

- A presentation request must be received by email a minimum of three weeks prior to the desired date(s). Complete all information on the PRESENTATION REQUEST FORM and attached it to an email to be sent to CYLindquist@yahoo.com. Please place PRESENTATION REQUEST in the subject line.
- The presenter assigned to the event will contact the organization's representative once the date has been confirmed. The presenter will arrive approximately 45 minutes prior to the start of the presentation.
- The presentation utilizes a PowerPoint program with images and two videos with sound. **Your organization is expected to provide a computer and projection system with sound capabilities sufficient for the group to hear and see the presentation.** The presenter will bring the PowerPoint presentation on a USB jump drive and will not have a computer or projection system. Please contact Carol Lindquist at 260.402.2994 if there is need for additional information on technology capability.