

# alzheimer's association®

## Houston & Southeast Texas Chapter

All requests must be received 30 days prior to event date.  
For bilingual audiences a 45 day notice is required.

### Speaker Request Form

Today's Date \_\_\_\_\_ Contact Person \_\_\_\_\_

Requesting Organization \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Event Date	Choice #1 ____/____/____	:	Time of Day Someone from your organization must be present 30 minutes prior to allow for set-up. Programs are designed to be an hour long.
	Choice #2 ____/____/____	:	
	Choice #3 ____/____/____	:	

Location/building name \_\_\_\_\_

Physical address (with zip code) \_\_\_\_\_

Location details \_\_\_\_\_

Audience

<input type="checkbox"/> General Public	<input type="checkbox"/> Health Professionals
<input type="checkbox"/> Senior Groups	<input type="checkbox"/> Corporate Setting
<input type="checkbox"/> College	<input type="checkbox"/> Other _____

Please briefly describe your target audience. \_\_\_\_\_

Expected attendance \_\_\_\_\_ (must have at least 10 participants)

Do you need a bilingual presenter? (if yes, specify language) \_\_\_\_\_

This event may be posted to our website. Is it open  or closed  to the community?

If open and RSVPs are required, please provide instructions regarding RSVPs to your organization.

Program (Please check one )

Alzheimer's Awareness - The Basics	<input type="checkbox"/>	Legal and Financial Planning	<input type="checkbox"/>
Effective Communication Strategies	<input type="checkbox"/>	Living with Alzheimer's For Caregivers	<input type="checkbox"/>
Healthy Habits for a Healthier You	<input type="checkbox"/>	Understanding and Responding to Behavior	<input type="checkbox"/>
Know the 10 Signs	<input type="checkbox"/>	other	<input type="checkbox"/>

Equipment (We can provide equipment if necessary.)

Will you provide a computer?	Y	N		
projector?	Y	N		
screen?	Y	N	If no, do you have a suitable wall?	Y N

Please return to Sabrina Strawn via fax 713.266.6487 or email sstrawn@alz.org.  
Receipt will be confirmed within 7 business days of receiving the request.