



**A & O: Support Services for Older Adults
REQUEST FOR PRESENTATION / INFORMATION BOOTH**

Section 1: Request Information

Request type: Presentation _____ Information Booth _____

Organization making request: _____

Contact Person: _____

Phone number: _____ Email: _____

Section 2: Presentation/Workshop & Booth Information

Date of presentation / workshop / booth: _____

Time of presentation/booth: _____ Arrive by: _____

Length of presentation/booth: _____

Location of presentation/booth: _____

Parking available: _____

Meal provided (if applicable): _____

PowerPoint / AV capabilities: _____

Target audience (e.g. older adults, service providers, students, caregivers):

Number of audience members: _____

Section 3: Topic (Check all that apply)

A & O's Programs & Services (all) _____

Other (please specify) _____

As a not-for-profit agency, we operate largely on donations. If your organization could contribute, we would like to make a suggested donation amount of **\$25** per presentation.

HONORARIUM? Yes / No

Please make cheques payable to A & O: Support Services for Older Adults

Forward completed form to: info@aosupportservices.ca

Request must be received 2 weeks before event date

Arrangements will be confirmed by A & O prior to the event.

OFFICE SECTION ONLY *to be completed by staff in attendance*

Speaker arranged by: _____

Date: _____

Staff / Volunteer assigned to event: _____

Comments: _____

Presentation / booth attendance: _____

Approximate age of participants:

of children (ages 0-6) _____

of children (ages 7-12) _____

of youth (ages 13-29) _____

of adults (ages 30-54) _____

of seniors (ages 55 and up) _____

Honorarium amount & receipt # _____

Information pamphlets handed out: _____

Comments (participant feedback, any issues or concerns):

Please hand form into supervisor after presentation

***Thank you to all staff who do the presentations or booths
please note that for funding applications and commitments we need as much information as you can provide for each event you participate in especially the number of people and approx. age of the participants.***