



Request Form

Please Select: Community Outreach – Booth Speaker Educational Materials Only

This request form relates to the Orange County, California Affiliate **ONLY. For services outside of Orange County refer to www.komen.org

Return completed form to Lauren Fix at lfix@komenoc.org or fax to (714) 957-9155.

For more information, call (714) 957-9157 ext. 41.

Please allow up to **3 weeks** for Booth & Speaker requests to ensure the success of our recruiting efforts. Thank You.

Part 1. Contact Person's Information (Required from ALL requesting parties)

Organization Name:	
Contact Name:	Title:
Primary Contact #:	Secondary Contact #:
Email Address:	

Part 2. Event Information & Logistics (ALL Booth requests will have educational materials; skip Part 4)

Title/Name of Event:		
Day & Date:	Start Time & Duration:	Set Up Time:
Event Address/Location:		
City:	Zip Code:	RSVP Date:
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> if Outdoor, Shade? Parking: <input type="checkbox"/> Free <input type="checkbox"/> Validated <input type="checkbox"/> Fee \$:		
Expected # of Attendees:	Age Range:	%Male: %Female: %Survivors:
Target Population ✓ all that apply: <input type="checkbox"/> African American <input type="checkbox"/> Asian Pacific Islander <input type="checkbox"/> Latino <input type="checkbox"/> Senior (65+)		
Other audience-related information:		
Mark the box(es) for the equipment that your agency/event location can provide free of charge.		
<input type="checkbox"/> Table <input type="checkbox"/> Chair(s) <input type="checkbox"/> Canopy <input type="checkbox"/> Laptop <input type="checkbox"/> LCD projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> DVD & TV		
Additional Instructions/Comments/Directions:		

Part 3. Presentation Topics (Speaker Request)

Topic/Focus: <i>(Please select only ONE)</i>	<input type="checkbox"/> Overview: Susan G. Komen of Orange County – Recommended for fundraising events <i>(5 -15 minutes covers information about the Organization's background and mission statement)</i>
	<input type="checkbox"/> Breast Health Basics – Recommended for educational purposes <i>(30 - 45 minutes covers organizational information, breast health information & local resources)</i>
	<input type="checkbox"/> Other related topic - Please Specify:
Presentation Format:	<input type="checkbox"/> PowerPoint Presentation (formal)
	<input type="checkbox"/> Discussion format Presentation (informal)
Speaker:	<input type="checkbox"/> Survivor Preferred <input type="checkbox"/> Male OK <input type="checkbox"/> Language other than English:

Part 4. Educational Materials ONLY (For NON-BOOTH requests: Please indicate QUANTITY)

<input type="checkbox"/> Pick Up: When? By whom?	
<input type="checkbox"/> Breast Self-Awareness Cards (primary educational tool)	
English: Spanish: Vietnamese: Korean: Japanese: Chinese: Arabic: Hindi: Other language:	Co-Survivor Brochure: During Treatment related: Post-Treatment related:
Men Can Get Breast Cancer Too English: Spanish:	Cancer Legal Resource Guide English: Spanish:
We're Taking Care of Our Lives (Young Women) English: Spanish:	