

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: _____
Requesting Organization: _____
Contact Person: _____
Telephone Number: (____) _____ - _____ Email Address: _____

Event Date:

Choice #1: (___/___/___) Time of Day: _____

Expected Number to Attend: _____
(Must have a minimum number of 10 participants)

Choice #2: (___/___/___) Time of Day: _____

Choice #3: (___/___/___) Time of Day: _____

Presentation Duration: _____ Set Up Time: _____
(Someone from your organization must be present 30 minutes prior to presentation so the speaker can set up)

Event Location/Building Name: _____

Physical Address (with zip code): _____

May we publish this event on our website? ___ Yes or ___ No

If yes, who is the RSVP contact? (Name, Telephone) _____

Target Audience:

___ General Public ___ College and University ___ Corporate Setting
___ Senior Groups ___ Health Professionals ___ Other: _____

Please briefly describe your target audience.

Do you need a bi-lingual presenter? (specify language) _____

Program Topic:

___ The Basics of Alzheimer's Disease
___ Know the 10 Signs: Early Detection Matters
___ Reconnect: Communicating with Persons with Dementia
___ Other (please specify topic areas you would like to have addressed):

Please return via fax or email to: Daniel Heathcock, 713.314.1315 or daniel.heathcock@alz.org.
You will be notified of confirmation receipt within 7 business days of receiving the request.