



# Outreach Request Form

Please select:  Booth/Table  Speaker  Educational Materials Only

Thank you for reaching out to Susan G. Komen® San Francisco Bay Area to attend your upcoming event. If you could please fill out the following form and return it to us, we will assess our staffing availability for the event.

Please return completed form to [admin@komensf.org](mailto:admin@komensf.org)

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

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

<b>Organization Name:</b>	
<b>Contact Name:</b>	<b>Title:</b>
<b>Primary Contact #:</b>	<b>Primary Contact Email Address:</b>
<b>Secondary Contact Name:</b>	<b>Secondary Contact #:</b>

## Part 2. Event Information & Logistics (ALL Booth requests will have educational/informational materials provided)

<b>Title/Name of Event:</b>				
<b>Day &amp; Date:</b>	<b>Start Time &amp; Duration:</b>		<b>Set Up Time:</b>	
<b>Event Address/Location:</b>				
<b>City:</b>	<b>Zip Code:</b>	<b>Parking:</b>		
<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor: canopy/shaded area provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b># Table:</b>	<b># Chairs(s):</b>
<b>Expected # of Attendees:</b>	<b>Age Range:</b>	<b>% Male:</b>	<b>% Female:</b>	<b>% Survivors:</b>
<b>Other audience-related information (i.e. language spoken):</b>				
<b>Mark the box(es) for the equipment that your agency/event location can provide free of charge.</b>				
<input type="checkbox"/> Laptop	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> DVD/VCR & TV	<input type="checkbox"/> Projector Screen	

**Additional Instructions/Comments/Directions/Requests:**

## Part 3. Presentation Topic (Speaker Request)

<b>Topic/Focus:</b> <b>(Please select only ONE)</b>	<input type="checkbox"/> Overview: Susan G. Komen for the Cure <i>(5 to 10 minutes covers information about the Organization's background and mission)</i>
	<input type="checkbox"/> Breast Health Basics <i>(20 to 30 minutes covers organizational information and breast health information)</i>
	<input type="checkbox"/> Breast Health Basics <i>(60 minutes covers organizational and breast health)</i>
	<input type="checkbox"/> Race for the Cure® – Teams <i>(Varies in length; covers information about how to fundraise and form a team for the Race)</i>
	<input type="checkbox"/> Other related topic - Please Specify:
<b>Presentation Format:</b>	<input type="checkbox"/> PowerPoint Presentation (formal) <input type="checkbox"/> Discussion format Presentation (in-formal)
<b>Speaker:</b>	<input type="checkbox"/> Survivor Preferred <input type="checkbox"/> Male OK <input type="checkbox"/> Language other than English: _____

## Part 4. Tell Us About Your Event

Please tell us about your event, and why you would like Komen SF to participate: