

**Request Form**  
**Get Healthy San Mateo County Task Force**  
**Speakers Bureau**

1. Event name/Description of event:
  
2. Location of event (specific place and city):
  
3. Contact name, email address, phone number:
  
4. Projected date/time range for event:
  
5. Target audience (May select more than one):
  - Adults
  - Children
  - Teens
  
6. Language or cultural preference:
  
7. Number of people projected to attend (minimum 25):
  - 25 to 50
  - 50 or more
  
8. What will the room set up include?
  - Chairs
  - Microphone
  - Laptop computer
  - LCD projector
  - Technical support
  - Handouts
  
9. How do you plan to market the presentation?
  - Mandatory event/Part of a scheduled timeslot
  - Fliers
  - Email
  - Newspaper
  
10. Do you request specific credentials of the speaker (i.e. MD, RN, MPH, etc.)? If yes, what are the credentials?

**\*\*Please fill out form and submit requests to Francine Serafin-Dickson at [fsdickson@hospitalconsort.org](mailto:fsdickson@hospitalconsort.org).**