

Request for Speaking

Date _____

Dear _____

Thank you for asking for someone to speak about the work of Gateway to Discovery. We have been thrilled by the intense level of interest by so many people and groups in the area.

But we need to plan out how best to respond. Please tell us about your invitation so we can plan and then schedule a time that works for you and us.

Email or written correspondence is most helpful, since voicemails can so easily be lost in the shuffle. It would be helpful to me if you could provide the following things so your offer is not lost in the mass of details:

Name: _____

Organization you represent:

Your position with the organization:

Address: _____

Phone: _____ Email _____

Requested date for presentation: _____

Requested time for presentation: _____

Approximate length of time for presentation: _____

Number of anticipated attendance: _____

Please tell us a little about your group, how you heard about Gateway to Discovery, and what you hope we can bring to your organization:

Gateway to Discovery Program Director
P.O. Box 432
Fort Dodge, IA 50501