



The Mental Health Association  
in Suffolk County, Inc.

Bridging the Way Toward Mental Wellness

199 N. Wellwood Avenue, Lindenhurst, NY 11757

www.mhasuffolk.org

Phone: 631-226-3900

Fax: 631-225-1708

## **SPEAKER'S BUREAU REQUEST FORM**

*This form must be completed and submitted to request a speaker.*

Name \_\_\_\_\_

Agency \_\_\_\_\_ Position/Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Best time(s) of day to reach you by phone \_\_\_\_\_

Requested Presentation Topic \_\_\_\_\_

Desired date(s) of presentation(s) \_\_\_\_\_

Alternate desired date(s) \_\_\_\_\_

Requested Time of presentation(s) \_\_\_\_\_

Who is the audience? \_\_\_\_\_

What is the approximate audience size? (\*Please note that there is a 15 person minimum)

\_\_\_\_\_

Will there be equipment available for us to run a power point presentation (if applicable to topic)?

(Please Circle) YES NO

Equipment available (Please Circle):

Laptop/projector

Smartboard

Computer/projector

\*Please note requests will be honored on a first come/first serve basis; therefore, requested dates may not be available. Presentations must be requested at least 60 days in advance of desired dates. The Mental Health Association in Suffolk County, Inc. (MHAS) does not have speakers available to present on all topics requested. If we cannot accommodate the requested topic the MHAS will provide you with referrals to outside sources of speakers who may be able to accommodate your request.