



Presentation Request Form

Oregon Trail Electric Consumers Cooperative (OTECC) offers free presentations available through its Speakers Bureau program to inform your organization about the latest and most accurate information on current issues, activities and projects. Our speakers are OTECC employees who volunteer their time to help educate and inform members about specific topics.

To arrange a free presentation, complete this form and mail to:

Attn: Speakers Bureau
OTECC
P.O. Box 226
Baker City, Oregon 97814
Or fax to: 541-524-2865
Email request to: editor@otecc.com

www.otecc.com

Date of Request: _____

Name of Organization: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____ Email: _____

EVENT AND PRESENTATION DETAILS

Date of Presentation: _____

Desired Length of Presentation: _____ (minutes) Requested Format: _____

Event Agenda: _____

Location (address, room location & driving directions): _____

Requested Speech Topic: _____



(This page to be completed by OTECC staff)

Speaker: _____ Date Agreed: _____

EVENT AND PRESENTATION DETAILS

Meal provided for speaker? None Yes (details _____)

Does speaker need a laptop computer? Yes No

If yes, reserved through _____

Does speaker need a projector? Yes No

If yes, reserved through _____

Date bio of speaker sent to organization: _____

VENUE AND AUDIENCE DETAILS

Reason for meeting / theme: _____

Age range _____ (if applicable) Education level _____ (if applicable)

Estimated audience size _____ Room size _____

Setup _____

EQUIPMENT AVAILABLE AT LOCATION

Podium Yes No

Microphone Yes No

Screen (or white wall): Yes No

FOLLOW-UP

Survey form sent: Yes No Date: _____

Survey form received: Yes No Date: _____

COMMENTS: