



Rare Opportunities. Shared Dreams.

Bergen Community College

Faculty Speakers Bureau Request Form

Please fax to Susan Baechtel, Director of Public Relations, 201-689-1193. Call 201-447-7121. E-mail sbaechtel@bergen.edu. Final details of the presentation will be arranged with the faculty speaker, by phone or e-mail.

Date: _____

Organization: _____

Brief description of program or agenda

Contact person: _____

Telephone: _____ E-mail: _____

_____ Date and time
of speaking event: _____

Location of speaking event: _____

Address of speaking event: _____ Estimated size

of audience: (A minimum of 20 attendees is required.) _____ Age range of

attendees: _____ Expected speaking time:

_____ Do you plan a question-and-answer period?

_____ Is the speaker expected at lunch or dinner? _____

1st speaker/topic request: _____ 2nd speaker/topic request:
