

FH VILLAGE CENTER TALK PROPOSAL

(Please note: completion of this form is for Friendship Heights Village Center reference only and does not constitute an agreement between the instructor and the Village Center. Please indicate if talk will be in person or online. Please complete form in its entirety. Incomplete forms will not be considered.)

Name of Speaker/ Organization _____

Contact Information (phone and email) _____

Address _____

Proposed date or time range (month/year)
of talk _____

Topic/ Genre _____

Length of talk _____

Fee (if applicable) _____

Target audience _____

Please use a separate sheet for the following:

*Summary of proposed program (Please limit to 125 words;

*Set up requirements _____

*Media and Social Media promotion to be completed by speaker

*Written introduction for talk (Please limit to 125 words; attach separate
sheet) _____

*Previous venues _____

*References _____

Submit proposals to Anne O'Neil, Program Director

*Email- aoneil@friendshipheightsmd.gov Fax- 301-907-3922

Or mail: The Friendship Heights Village Center

4433 South Park Ave.

Chevy Chase, MD 20815