



Lunch & Learn Speaking Engagement & Learning Fair Request Form

Please allow a 2-week notice

Date/Time Request Made:							
CONTACT INFORMATION							
Contact Person							
Company Name							
Job Title							
Email							
Address							
City							
State							
Zip							
Business Phone							
How did you hear about us?							
PRESENTATION DETAILS							
Date of Presentation		Time of Presentation		Length of Presentation			
Location (including Venue and City)							
Type of Audience:				# Estimated Attendees			
Is there an exhibit or display booth associated with this request?							
How will you pay the \$300 an hour honorarium? (<i>Limited to 2 hours</i>)				Credit Card		Money Express	
				Cash Check			
Credit Card #				Expiration Date			
Name on Card							
Billing Address							
How much are you able to reimburse for travel and lodging?							
TOPICS							
Residential				Commercial			
Building Science				Building Science			
EarthCraft™ House				Energy Code			
Energy Code				Engineering			
Green Design				High Performance Building			
HVAC				LEED			
Orientation to Southface				Orientation to Southface			
Radon				Policy			
Solar				Other			
Other				Other			
Previous contact with Southface							
With whom and when?							