

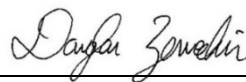
Office Use Only
Date
Confirmed

RUTGERS MASTER GARDENERS OF OCEAN COUNTY SPEAKERS' BUREAU REQUEST FORM 2026

Date Requested 1 st Choice: _____ 2 nd Choice: _____	Program Start Time: Program Duration: Max Number of Attendees:
Title of Program:	
Short Description of Program:	
Available Equipment Needed: <input type="checkbox"/> Screen <input type="checkbox"/> Table <input type="checkbox"/> Extension Cord <input type="checkbox"/> Mic <input type="checkbox"/> Projector <input type="checkbox"/> Computer	
Speaker's Name:	
Speaker's Contact Number and Email:	
Contact Person:	Best time to call:
Position:	Phone:
E-mail:	
Comments:	

The Master Gardener Speakers will arrive 30 minutes before the start time and will depart 30 minutes after his or her program is finished. It is understood that if an emergency occurs and the Speaker becomes unavailable, a substitute speaker or alternative date will be arranged. **Honorarium should be made payable to "Rutgers, The State University of NJ" with Speakers Bureau written in memo area.**

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Signatures: 
 Doug Zemeckis

Signatures: _____

County Agent II/ Associate Professor

Authorized Representative of Requesting Organization

Date: _____

Please complete waiver on other side.