

**ASHTON BIODIVERSITY RESEARCH & PRESERVATION INSTITUTE AND  
GOPHER TORTOISE CONSERVATION INITIATIVE PROGRAM PLANNING AND  
CONFORMATION**

**NAME OF ORGANIZATION** \_\_\_\_\_

**REPRESENTATIVE MAKING ARRANGEMENTS** \_\_\_\_\_

**Contact Information- Email (print clearly)** \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**PROPOSED DATES (1<sup>st</sup> choice \_\_\_\_\_, 2<sup>nd</sup> Choice \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_)**

**TITLE OR TOPIC REQUESTED** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED** \_\_\_ **Time of Program** \_\_\_\_\_ **Length** \_\_\_\_\_ **O**

**BRIEF DESCRIPTION OF  
GROUP** \_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF MEETING (PLEASE PROVIDE GOOD DIRECTIONS AND MAP AT  
SOME POINT, OR LOCATION WHERE SPEAKER WILL SPEND THE NIGHT IF TRAVEL  
REQUIRES AN OVERNIGHT.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POWER POINT PROJECTOR** \_\_\_\_\_; **SLIDE PROJECTOR** \_\_\_\_\_, **SCREEN** \_\_\_\_\_

**CHAULK BOARD OR FLIP CHART** \_\_\_\_\_ (Please mark what is available.) Speaker will bring a computer as well as disk for Power Point.

**PUBLIC RELATIONS** We need a biography \_\_\_; Program Description \_\_\_; Photos \_\_\_

Please send these by \_\_\_\_\_ Send To \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ fax \_\_\_\_\_

**APPROVAL (THE PLANS WILL BE APPROVED AND A COPY OF THE FORM WITH  
THE APPROVED ARRANGEMENTS WILL BE SENT BACK TO THE REPRESENTATIVE  
OF THE GROUP MAKING THE ARRANGEMENTS**

**This program has been approved as requested** \_\_\_\_\_; **With Changes attached** \_\_\_\_\_