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## Alpha Sigma State Workshop Proposal Form

**Program Title:**

**Brief description of 1 hour workshop session.** (2 or 3 objectives for the program)

**Name of Presenter:**

**Address:**

**Email:**

**Telephone:**

**Additional Presenters:**

**Name and email of your presider/facilitator** (Welcome Participants, intro speaker, help with handouts, seating etc):

I will provide notes to be published on the state website: Yes \_\_\_\_\_ No\_\_\_\_\_

I will need a scribe to take notes to be published on the state website: Yes\_\_\_\_\_ No\_\_\_\_\_

**AV Needs: \*\*\*Please note:** the state is very limited on access to AV equipment. **It is suggested that, when possible, presenters use their own projector/ laptop and any special adapters such as a DONGEL etc.**

Please check your needs:      Screen/AV table      Microphone      Projector      Extension Cord

Table (Size)                      Other (please indicate)

**\*\*\*All materials and expenses are the responsibility of the presenter.**

Alpha Sigma State, Washington cannot reimburse presenters for a workshop session. An exception MAY be made for NON-DKG members, in which case, such presenters MAY be offered a small honorarium.

\*Please save this form for your records and send request to: Alpha Sigma State 1st VP Susan Fritts, 8220 Hansen Rd. NE, Bainbridge Island WA 98110, 206-780-3665, sdfritts@comcast.net