



# Grant Cottage Historic Site

## Outreach Booking Form

Date of Presentation \_\_\_\_\_ Time of Presentation \_\_\_\_\_ Duration of Presentation \_\_\_\_\_

School/Organization Name: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Organizer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Presentation (see listing on [www.grantcottage.org/outreach](http://www.grantcottage.org/outreach)):

\_\_\_\_\_

Method of Payment: Check\_\_\_ Credit Card\_\_\_ Cash \_\_\_

E-mail and/or Physical Address for Invoice: \_\_\_\_\_

Venue Equipment: Microphone/Speakers\_\_\_ Digital Projector/Screen\_\_\_ Display Table \_\_\_

Special Instructions/Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confirmation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Staff Use Only:**

**Presenter** \_\_\_\_\_

**Volunteer(s)** \_\_\_\_\_

**Notes:**

**Follow-up E-mail Sent:**

Please e-mail completed form to [outreach@grantcottage.org](mailto:outreach@grantcottage.org)  
or mail to Grant Cottage at PO Box 2294 Wilton, NY 12831