

E to ACEC: \_\_\_\_\_  
Confirmed: \_\_\_\_\_  
Delivered: \_\_\_\_\_  
\_\_\_\_\_ MK  
\_\_\_\_\_ MH

## ADULT CHRISTIAN EDUCATION COMMITTEE PROGRAM PROFILE

**PROGRAM DATE(S):**

**PROGRAM TIME:**

Please help us maintain our calendar and contact information in an orderly manner, while marketing your presentation in an appropriate manner. The information on this form will be used for reserving calendar space, contacting presenters in an emergency, contacting presenters with information or for clarification, Covenant marketing brochure content, introductory remarks, space set-up requirements, technology requirements and any other information that helps us place you in the best possible position to deliver your presentation in comfort and with clarity.

**PROGRAM PRESENTER(S):**

**TITLE of PRESENTATION:**

**TARGET AUDIENCE:**

**COMPLETE CONTACT INFORMATION:**

**Name:**

**Address:**

**Home Phone:**

**Cell Phone:**

**E-mail:**

**ORGANIZATION'S WEBSITE:**

**DESCRIBE YOUR PRESENTATION IN 200 WORDS OR LESS:** (This language will be used in printed marketing materials and web content.)

Provide **Biographical Information** and/or relevant credentials that should be emphasized on Covenant's "Presenter Biographies" website.

\_\_\_\_\_ I will introduce myself.

\_\_\_\_\_ Please introduce me.

**PROGRAM DATE(S):**

**ROOM ASSIGNED:**

**SUPPORT MATERIALS:**

Will you be providing a **Handout**?

If so, do we need to provide copying?

What else can we do to help support you in the delivery of your program?

**SEATING STYLE:** (Please CHECK all that apply.)

THEATER  CLASSROOM  CLASSROOM W/TABLES  CIRCLE  OTHER (specify)

**REQUIREMENTS:** (Please CHECK all that apply.)

- Laptop w/PowerPoint 2007
- Handheld remote for presentation
- Network cable for accessing Internet
- Screen (8x10)
- Screen (4x6)
- Projector w/VGA cable
- TV
- VCR
- DVD
- CD player
- Laser pointer
- Lavalier microphone
- Wireless microphone
- Podium with cross
- Podium without cross
- Easel
- Easel paper
- Paper markers
- Dry erase markers
- Blackboard
- Chalk
- Pens
- Pencils
- Name tags
- Bibles # needed: \_\_\_\_\_
- Additional table(s): \_\_\_\_\_
- Electrical cords (please specify): \_\_\_\_\_
- Other equipment (please specify): \_\_\_\_\_

Thank you! Please deliver to the mailbox of Kathryn S. Arndt at the church office or e-mail to arndtks@aol.com.

<b>Internal use only:</b>
A _____
B _____
C _____
Other _____
Eve _____