



## **GUIDELINES FOR OUTSIDE SPEAKERS/SERVICES SENIOR PROGRAM**

- ◇ **The primary purpose of any presentation of service should be to provide a direct benefit to the senior adult population. This benefit can take the form of an educational seminar, medical screening, etc.**
- ◇ **The Senior Adult Program publicizes activities through newspapers, flyers, website, and the monthly senior calendar; if scheduled far enough in advance, your service of presentation may be included in our publications.**
- ◇ **At the time of your presentation or service, you may provide informational materials, business cards, etc. to those in attendance.**
- ◇ **Guest speakers shall provide a gift card valued at \$25.00 minimum, which can be from any of these stores → Wal-Mart, Fry's, & Albertsons. All items will be used to help with on-going costs for snacks for the weekly Senior Program.**

### **However, the following are prohibited.**

- A. The gathering of personal information on individuals in attendance, i.e. phone numbers and addresses.**
- B. Arranging individual appointments. Interested persons should follow up with your business outside the program.**
- C. Talking at length or exclusively about your particular business. Any presentation should be of general nature.**
- D. Sales of any items are prohibited on Town Property.**

**Program proposals must be submitted in writing on forms provided in this packet. Information should be complete. Incomplete proposals will not be considered.**

**Once a proposal has been accepted, it will be kept on file. It will not be necessary for a business to submit a new proposal when scheduling a future date, provided that the topic and content remain the same.**

**Proposals can be mailed to: Town of Queen Creek  
Parks and Recreation  
ATTN: Kimberly Key - Senior Program  
22350 South Ellsworth Road  
Queen Creek, AZ 85142**

**Or faxed to 480-358-3701 ATTN: Kimberly Key / Senior Program**



## Educational Seminar Proposal Town of Queen Creek Senior Adult Program

Program Title: \_\_\_\_\_

Please provide a paragraph describing the content of your proposal. (Descriptions may be edited for marketing purposes). Longer descriptions may be attached.

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**Day of presentation will be on Wednesday's Only – Approximate time 10 to 11 a.m.**

Length of program \_\_\_\_\_ Does this include question/answer period? \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

I have reviewed the guidelines for program/service proposal and agree to forward them to the appropriate individuals.

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

My organization would be interested in sponsorship or advertising opportunities.

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(Staff use Only)

Date received: \_\_\_\_\_ Staff initials: \_\_\_\_\_ Date Agency Contacted: \_\_\_\_\_

Date Confirmed with Speaker: \_\_\_\_\_ Date Scheduled: \_\_\_\_\_