

CONTACT RECORD

Organization: _____ Contact Date: _____

Contact: _____

Information

Date of engagement: _____

Type of meeting/event: _____

Topic requested: _____

Speaker: _____

(tel) _____

Audiovisual aids needed:

slides _____ videotape _____ overhead _____ music _____

Confirmations

Engagement confirmed: _____

Speaker confirmed: _____

AV equipment confirmed: _____

Media Contacts

Name

Result of Contact
