



Resident Lifestyle Group Request for Non-Resident Guest Presenter/Speaker

Resident Lifestyle Volunteer Groups are allowed to have non-resident guest presenters/speakers on a **limited** basis with prior approval by the Director of Recreation. Request must be submitted a minimum of five (5) business days prior to the actual meeting date. Visit our website at www.districtgov.org to review the Resident Lifestyle Volunteer Guidelines. **Only Permit Holder or 2nd Contact is authorized to request a guest presenter/speaker.**

Group Name: _____ Date: _____
 _____ Permit #: _____
 Leader Name: _____ Contact Phone#: _____
 2nd Contact: _____ Phone#: _____
 Address: _____ Email: _____

Guest Presenter/Speaker Information

Presenter/Speaker Name: _____ Phone #: _____
 Address: _____
 Organization Representing: _____ Phone #: _____

Presentation Information

Date _____ Day _____
 Location _____ Room(s) _____
 Meeting Time: Start _____ End _____ Setup _____
 Time of Presentation: _____
 Fees Involved: _____ Yes _____ No If Yes Please Explain: _____

Purpose of Presentation: _____

Permit Holder or 2nd Contact Signature: _____

This section to be completed by an RSR and submitted to the Recreation Manager for approval.

RSR Name: _____ Date Submitted: _____
 Department Director Approval Initials: _____
 Notes: _____
