



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: _____
