



Read Aloud Presentation Request Form

Please fill in the following information and **fax** it to **(808) 955-7601** or **email** as an attachment to **read@readtomeintl.org**.

Organization: _____

Contact Person: _____

Phone Number: _____ Fax: _____ E-mail: _____

Address: _____

Place: _____

[Please specify exact location of presentation (i.e. Room #, Library, etc.)]

Audience: _____

(Parents, Parents & Children, Teachers, Students, Community etc.)

Number expected: _____

Date Requests (3): (1)_____ (2)_____ (3)_____

Presentation Time: (1)_____ am (2)_____ am (3)_____ am
(1)_____ pm (2)_____ pm (3)_____ pm

Presentation Requirements: (Please read carefully.)

- Presentations require a minimum audience of 50 participants.
(Smaller audiences subject to approval.)
- Presentation site may be asked to provide the following equipment: laptop and projector for PowerPoint presentation, CD player, stand up microphone, screen, two rectangular tables (for book display).
- RTMI will inform you of the presenters when your reservation has been verified.
- Reservations will be accepted on a first-come first-served basis.
- A reservation confirmation will be faxed or emailed to you as soon as possible.

If you need further information please call the office at (808) 955-7600.