

ForEd Event Information Form

EVENT INFORMATION

Event: _____

Organization: _____

Location: _____

Date: _____

Class age or grade: _____

Class size: _____

of Foresters needed: _____

Field _____ or Classroom _____

Class Objectives/ Subject matter/ Curriculum of Study _____

Learning Results objectives _____

Suggested activities _____

Tools needed/recommended. _____

CONTACT INFORMATION

Name (Educator): _____

Contact info: phone and email, best times to reach. _____

Speaker _____

Contact info: phone and email, best times to reach. _____

Referred From:

Referral Contact info: _____

Chronology (dates)

1) Contact educator (1st time) _____

2) Speaker contacted _____

3) Contact educator- introduce speaker name and contact info _____

4) Follow up- evaluations _____