



## VCE Master Gardener Speaker Request Form

Virginia Cooperative Extension- Prince William and the Master Gardeners of Prince William are pleased to provide speakers of numerous gardening & horticulture topics. Information provided by these speakers is based on current research from Virginia Tech and Virginia State University.

Once completed please email this form to Erin Clark at [eclark4@pwcgov.org](mailto:eclark4@pwcgov.org)

**Organization Name:** \_\_\_\_\_

**Date of Speaking Event:** \_\_\_\_\_

**Event Address:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Event Start/End Time:** \_\_\_\_\_

**Organization POC Name:** \_\_\_\_\_

**POC Phone Number:** \_\_\_\_\_

**POC Email:** \_\_\_\_\_

**Alternate POC (name/phone/email):** \_\_\_\_\_  
\_\_\_\_\_

**What time should the speaker arrive?** \_\_\_\_\_

**How long would you like the speaker to present?** \_\_\_\_\_

**Will the speaker be introduced?**      Yes      No

**Do you have a laptop?**      Yes      No

**Do you have a projector & screen?**      Yes      No

**Do you have a microphone?**      Yes      No

Please pick from the provided topics:

12 Steps to a Greener Lawn

Berries & Brambles

Composting in the Backyard

Container Gardening with Natives

Controlling Invasive

Fruit Trees

Gardening As We Age

History of Gardening

Houseplants 101

Lawn Alternatives

Pesticides & Pest Management

Pruning 101

Shrubs

Vegetable Gardening

Water Quality

Weeds

Wildlife Sanctuary Talk

Other: \_\_\_\_\_

Are there any additional items we need to be aware of?

\*\*\*For Office Use\*\*\*

VCE Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Speaker Assigned: \_\_\_\_\_ Speaker's Contact Info: \_\_\_\_\_

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If you are a person with a disability and desire any assistive devices, services, or other accommodations to participate in this activity, please contact Virginia Cooperative Extension – Prince William at 703-792-6285/TDD (800) 828-1120 during business hours to discuss accommodations 5 days prior to the event.