Grant Cottage Historic Site
Outreach Booking Form

Date of Presentation _________ Time of Presentation _______ Duration of Presentation_______

School/Organization Name: _______________________________________________________________

Venue Name: ________________________________________________________________________

Venue Address: ______________________________________________________________________

Organizer Name: ___________________________ Phone: _________________________________

Email: __________________________

Presentation(s): ___________________________________________________________________

Method of Payment: Check___ Credit Card___ Cash ___

E-mail and/or Physical Address for Invoice: _____________________________________________

Venue Equipment: Microphone/Speakers___ Digital Projector/Screen___ Display Table ___

Special Instructions/Directions: _________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Confirmation Signature: ___________________________ Date: _________________

Staff Use Only:

Presenter________________________________________

Volunteer(s)____________________________________

Notes:

Follow-up E-mail Sent:

Please e-mail completed form to booking@grantcottage.org
or mail to Grant Cottage at PO Box 2294 Wilton, NY 12831