Name of Organization:  
Number in Group:  

Name & Address of Contact Person:  

Phone:  

Title of Presentation:  

Date of Presentation:  Hour:  

Location:  

Special Instructions: Travel Directions, Parking Facilities, Audio Visual Equipment etc. A darkened room will be available for viewing images. A podium and screen will be provided. The facility has a digital projector. The docent will bring a digital projector as a back-up. Taping, audio or videoing lectures is not permitted. 

Docent:  E-mail  Phone:  

Please contact docent two weeks before scheduled lecture to confirm times, travel etc.  

Fee:  

Travel Reimbursement To the Docent:  $.55 per mile round trip  

Coordinator:  Kay Payne  Phone:  (650) 384-6649  Date:  

Every effort will be made to fill your request. If it is not possible on the date selected, we will substitute another lecture. Series lectures must be finished within a calendar year.  

#1 Client Organization Copy  

DOCENT COUNCIL COMMUNITY SPEAKERS PROGRAM  
FINE ARTS MUSEUMS OF SAN FRANCISCO: DE YOUNG MUSEUM & LEGION OF HONOR  
CONFIRMATION
Name of Organization: 

Number in Group: 

Name & Address of Contact Person: 

Phone: 

Title of Presentation: 

Date of Presentation: 

Hour: 

Location: 

Special Instructions: Travel Directions, Parking Facilities, Audio Visual Equipment etc. 
A darkened room will be available for viewing images. A podium and screen will be provided. The facility has a digital projector. The docent will bring a digital projector as a back-up. 

Docent: 

E-mail 

Phone: 

Please contact docent two weeks before scheduled lecture to confirm times, travel etc. 

Fee: 

Travel Reimbursement To the Docent: $.55 per mile round trip 

Coordinator: Kay Payne 

Phone: (650) 384-6649 

Date: 

Every effort will be made to fill your request. If it is not possible on the date selected, we will substitute another lecture. Series lectures must be finished within a calendar year. 

#2 Coordinator Copy 

DOCENT COUNCIL COMMUNITY SPEAKERS PROGRAM 
FINE ARTS MUSEUMS OF SAN FRANCISCO: DE YOUNG MUSEUM & LEGION OF HONOR 
CONFIRMATION
Title of Presentation:

Date of Presentation: Hour:

Location:

Special Instructions: Travel Directions, Parking Facilities, Audio Visual Equipment etc.
A darkened room will be available for viewing images. A podium and screen will be provided. The facility has a digital projector. The docent will bring a digital projector as a back-up.

Docent: E-mail Phone:

Please contact docent two weeks before scheduled lecture to confirm times, travel etc.

Fee:

Travel Reimbursement To the Docent: $.55 per mile round trip

Coordinator: Kay Payne Phone: (650) 384-6649 Date:

Every effort will be made to fill your request. If it is not possible on the date selected, we will substitute another lecture. Series lectures must be finished within a calendar year.

#3 Docent Lecturer

DOCENT COUNCIL COMMUNITY SPEAKERS PROGRAM
FINE ARTS MUSEUMS OF SAN FRANCISCO: DE YOUNG MUSEUM & LEGION OF HONOR CONFIRMATION

Name of Organization: Number in Group:

Name & Address of Contact Person:

Phone:

Title of Presentation:

Date of Presentation: Hour:

Location:
Special Instructions: Travel Directions, Parking Facilities, Audio Visual Equipment etc.  
A darkened room will be available for viewing images. A podium and screen will be provided. The facility has a digital projector. The docent will bring a digital projector as a back-up.

Docent: E-mail Phone:

Please contact docent two weeks before scheduled lecture to confirm times, travel etc.

Fee: 

Travel Reimbursement To the Docent: $ .55 per mile round trip

Coordinator: Kay Payne Phone: (650) 384-6649 Date:

Every effort will be made to fill your request. If it is not possible on the date selected, we will substitute another lecture. Series lectures must be finished within a calendar year.

#4 Office Copy