

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.

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

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#2 Coordinator Copy

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#3 Docent Lecturer

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