

Invite for Campus / Local Talk

Dr. Stephanie Y. Evans
www.ProfessorEvans.com

Greetings,

If you are interested in having me speak on campus or locally (and my calendar permits), please send me the following information:

- 1. What is the occasion/nature of the event? Is there a preferred theme that I address?**
- 2. How long do you need me to speak? Will there be a question & answer session involved?**
- 3. How many people are expected to be in attendance?**
- 4. What are the date, time, and location of the event? How long is the event supposed to last? Where in the program am I to speak?**
- 5. Where will this event be advertised? (Please send me a link to a website if applicable)**

Please request speaking engagements at least 4 weeks in advance or chances are I will not be able to attend. Copy the above questions and email answers to me at drevans@ufl.edu at least 2 weeks prior to the event. Without this information, I cannot properly prepare and will not confirm.

Thank you for the invite and I look forward to working with you!

Respect, Peace, and Blessings

Stephanie Y. Evans
Dr. Stephanie Y. Evans