

**KIRKLAND KIWANIS CLUB - PARTNERS FOR PROGRAMS**

**PROGRAM WORKSHEET**

In order for your program to be scheduled, confirmed and announced in the weekly newsletter please complete this form and return to **Gary Passavant, 425-802-1515, [garypass@comcast.net](mailto:garypass@comcast.net)** at least 3 weeks prior to your scheduled program.

If you need assistance scheduling a program please contact Gary asap, at least 1 month in advance.

**PROGRAM DATE:** \_\_\_\_\_

**SPEAKER NAME:** \_\_\_\_\_

**TOPIC and DESCRIPTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPEAKER CONTACT INFORMATION: Phone and Email**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPEAKER AFFILIATION and TITLE:**  
\_\_\_\_\_  
\_\_\_\_\_

**KIRKLAND KIWANIS PROGRAM PARTNERS: Note names, host, phone and email**  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Kirkland Kiwanis has a projection screen, BUT other presentation aides and equipment like computers, projectors, flip charts, extension cords, etc., MUST be provided by the speaker!

Thank you,

Program Committee:

Coordinator: Gary Passavant, 425-802-1515, [garypass@comcast.net](mailto:garypass@comcast.net)  
Assignments: Steve Lutz, 425-785-2777, [stephenlutz@comcast.net](mailto:stephenlutz@comcast.net)