



1. Speaker/Group Information

Name of Speaker/Group:

Contact Person:

Phone Number:

E-mail Address:

Website (if applicable):

2. Presentation Details

Title of Presentation:

Description of Presentation:

Target Audience (Grade/Group):

Duration:

Preferred Dates:

3. Educational Relevance

Curriculum Connection (how does the presentation align with the Ontario Curriculum):

Learning Outcomes (what are the expected learning outcomes):

Supplementary Materials (are there any handouts, booklets, or follow-up activities provided? If so, please attach the files)



4. Content Review

Summary of Key Points:

Potential Controversial Topics (Identify any content that could be sensitive to or controversial):

Evidence of Quality (Provide references, credentials, or previous feedback):

5. Background Check

Criminal Background Check Complete: Yes No
(only required if Speaker will be alone with students)

Previous School Engagements (List any other schools or institutions where the speaker/group has presented):

6. Logistics and Requirements

Technical Requirements (AV equipment, internet access, etc.)

Space requirements (gym, classroom, auditorium, etc.)

Cost/Fee:



7. Approval Process

Reviewed by (name/position):

Date of Review:

Approval Status: Approved Not Approved Needs Further Review