

# Idea Fair Class Information Form

## Speaker Information:

Title of Class: \_\_\_\_\_  
Speaker Name: \_\_\_\_\_  
Speaker Address: \_\_\_\_\_  
Speaker Phone: \_\_\_\_\_  
Speaker email: \_\_\_\_\_

## Preferences:

What time do you prefer?    AM    PM    Either    or    Specific: \_\_\_\_\_  
Class Time:    1hr    2hrs    3hrs    All Day  
Number of Students:    10    20    30    Other: \_\_\_\_\_ Preferred Age(s)? \_\_\_\_\_

## Equipment:

Tables                      Chairs                      Computer                      Projector                      Screen  
TV & DVD player            Power Cord(s)              Office Tools                      Easel/Whiteboard            Kitchen  
Other: \_\_\_\_\_

## Accommodations:

Is there a cost?            Yes    No    Per person    Per class                      Amount \$ \_\_\_\_\_  
Will you bring animals?            Yes    No    How many and what type? \_\_\_\_\_  
Will your class be loud or disruptive to other classes: \_\_\_\_\_  
Special requirements; i.e. near a door, in a room: \_\_\_\_\_  
Class Description:

**Class description:** Editing OK?    Yes    No

## 2016 Idea Fair

In the Deschutes County Fairgrounds, Sisters Complex  
February 06, 2016; 9am - 4pm

For Questions, please contact Kim Griffiths at [Kimberly.griffiths@oregonstate.edu](mailto:Kimberly.griffiths@oregonstate.edu) or 541.548.6088 ext. 7966. On the day of the event please contact Kim at 541.480.6806.

*All speakers will receive a letter confirming their time(s) and location(s) of commitment as well as a course catalog and class sign-up sheet allowing free registration for up to two family members.*