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## 1. Speaker/Group Information

Name of Speaker/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

## 2. Presentation Details

Title of Presentation: \_\_\_\_\_

Description of Presentation:

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Target Audience (Grade/Group): \_\_\_\_\_

Duration: \_\_\_\_\_

Preferred Date(s): \_\_\_\_\_

## 3. Educational Relevance

Curriculum Connection: (How does the presentation align with the Ontario Curriculum?)

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Learning Objectives: (What are the expected learning outcomes?)

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

#### **4. Content Review**

Summary of Key Points: \_\_\_\_\_

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

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

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#### **5. Background Check**

Criminal Background Check Completed: Yes                      No

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

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#### **6. Logistics and Requirements**

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

Space Requirements: (Gym, classroom, auditorium, etc.)

Cost/Fee: \_\_\_\_\_



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## **7. Approval Process**

Reviewed by (Name/Position): \_\_\_\_\_

Date of Review: \_\_\_\_\_

Approval Status: Approved

Not Approved

Needs Further Review