

In Person Demonstration Engage Summary

Club Name: _____
Date of Demonstration: _____
Demonstration Topic: _____
Program Director: _____
Program Director Email: _____
Primary Phone Number: _____
Backup Contact and Phone Number: _____
Backup Email: _____
Address of Demonstration: _____
When are the doors unlock? _____
When does stage setup start and conclude? _____
When does the location have to be vacated? _____
When does meeting start? _____ **When does meeting end?** _____
When does Demonstration start? _____ **When should Demonstration end?** _____

Equipment

Lathe Make:	Lathe Swing:
Spindle size:	Brand of chuck and jaw size
Drive and Live Centers available: Y/N	Sharpening System
White Board Y/N	Flip Chart Y/N
Will there be a microphone: Y/N	Drill Chuck Y/N
Can laptop connect to large monitor? Y/N	Are the monitor connections HDMI?

Notes