

## Request to Host The Top Secret Project:

<p><b>Option 1: \$1,000.</b> This package includes:</p> <ul style="list-style-type: none"> <li>• Traveling bedroom exhibit (including set-up and tear-down)</li> <li>• 120-minute presentation and exhibit (which includes Q &amp; A)</li> <li>• Exhibit 30 minutes, presentation 90</li> <li>• Resource folders for participants – quantity based on attendance</li> <li>• Recommendations and examples for advertising and executing event</li> <li>• Someone from the Hazelden Betty Ford Foundation (accompany exhibit, deliver presentation and provide resources)</li> </ul>	<p>Hosting Organization Obligations:</p> <ul style="list-style-type: none"> <li>• 6 volunteers to oversee program to help with loading, unloading, crowd control, logistic management, IT support, etc.</li> <li>• Provide 12 x 12' or 15 x 10' space to set up and display exhibit. Location of room must be near a loading and un-loading entry point and be on the first/ground floor of the facility.</li> <li>• Must have access to projector hook-ups on stage near presentation to switch between presentation/videos/audience polls/etc.</li> <li>• If microphones are needed, must have 2 hand-held or lapel microphones</li> <li>• Need to have access to the room for set up 90 minutes before the start of the event</li> <li>• Provide space for presentation based on anticipated audience size</li> <li>• Market event to audiences using your channels: website, newsletters, emails, signage, etc.</li> </ul>
<p><b>Option 2: Free</b> This package includes:</p> <ul style="list-style-type: none"> <li>• 90-minute presentation (which includes Q &amp; A)</li> <li>• Resource folders for participants – quantity based on attendance</li> <li>• A selection of items brought from the exhibit to show the audience in lieu of the full display.</li> <li>• Someone from the Hazelden Betty Ford Foundation (deliver presentation and resources)</li> </ul>	<p>Hosting Organization Obligations:</p> <ul style="list-style-type: none"> <li>• 2 volunteers to oversee program</li> <li>• Provide space for presentation based on anticipated audience size</li> <li>• Market event to audiences using your channels: website, newsletters, emails, signage, etc.</li> </ul>

First and Last Name \_\_\_\_\_ Organization \_\_\_\_\_

Phone number \_\_\_\_\_ email address \_\_\_\_\_ # of people anticipated \_\_\_\_\_

Hosting location name and address \_\_\_\_\_

I'm interested in:  Option 1       Option 2

For any other information about The Top Secret Project, contact Cendee Palmer at [cpalmer@hazeldenbettyford.org](mailto:cpalmer@hazeldenbettyford.org) or 763-509-3940 for more information.

Check if you'd like to host a presentation on technology's impact on social and emotional development in youth.