

## Request to Host the Top Secret Project:

### Option 1: \$1,000.

This package includes:

- We would Provide 150 potentially hazardous items to be placed in bedroom exhibit.
- 120-minute presentation and exhibit (which includes Q & A)
- Exhibit 30 minutes, presentation 90
- Resource handouts for participants – quantity based on attendance
- Recommendations and examples for advertising and executing event
- Someone from the Hazelden Betty Ford Foundation (accompany exhibit, deliver presentation and provide resources)

Hosting Organization Obligations:

- **Responsible for obtaining and setting up: twin bed, mattress, bedding, desk, chair, dresser, and end table prior to presentation.**
- Volunteers to oversee program to help with loading, unloading, crowd control, logistic management, IT support, etc.
- Provide 12 x 12' or 15 x 10' space to set up and display exhibit.
- Must have access to projector hook-ups on stage near presentation to switch between presentation/videos/audience polls/etc. Internet access a plus but not necessary.
- If microphones are needed, must have 2 hand-held or lapel microphones
- Need to have access to the room for set up 90 minutes before the start of the event
- Provide space for presentation based on anticipated audience size
- Market event to audiences using your channels: website, newsletters, emails, signage, etc.

### Option 2: \$750.

This package includes:

- 90-minute presentation (which includes Q & A)
- Resource folders for participants – quantity based on attendance
- A selection of items brought from the exhibit to show the audience in lieu of the full display.
- Someone from the Hazelden Betty Ford Foundation (deliver presentation and resources)

Hosting Organization Obligations:

- Volunteers to oversee program
- Provide space for presentation based on anticipated audience size
- Market event to audiences using your channels: website, newsletters, emails, signage, etc.
- Must have access to projector hook-ups on stage near presentation to switch between presentation/videos/audience polls/etc. Internet access a plus but not necessary.
- If microphones are needed, must have 2 hand-held or lapel microphones

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.