



APPEARANCE FORM

Note: Please type or fill out this form and return it with any logos, photos or videos, no later than **3 days** before your appearance. If this appearance form is not received within this time frame, your segment will be rescheduled.

DATE OF APPEARANCE:

BUSINESS/ORGANIZATION NAME:

CONTACT PERSON:

CONTACT E-MAIL ADDRESS:

CONTACT PHONE #:

ADDRESS TO APPEAR ON SCREEN:

PHONE NUMBER TO APPEAR ON SCREEN:

WEBSITE OR SOCIAL MEDIA TO APPEAR ON SCREEN:

WHO WILL APPEAR: *(please include the title/affiliation of who you are representing) Max of 2.*

EVENT DETAILS IF APPROPRIATE: *(event name, location, date, time, costs etc)*

PLEASE GIVE AN EXPLANATION OF WHAT YOU WANT TO PROMOTE/TALK ABOUT?

LIST THE QUESTIONS YOU WANT THE HOST TO ASK. IF IT APPLIES, PLEASE ATTACH ANY BULLET POINTS WE CAN DISPLAY ON SCREEN.

- 1.
- 2.
- 3.
- 4.

Please use additional pages as needed for information. Do you have logos, photos or videos? (hard copy brochures are accepted) Please send as an e-mail attachment to sean.gruber@prtc.us or attach to this form.

For screen appearance, business/casual dress is required. Solid colors are recommended.