

**HOW TO ARRANGE FOR A SPEAKER FORM THE  
FAIRFIELD HILLS AUTHORITY**

**Please forward the following information to the Fairfield Hills Office at:**

**Mail – 28 Trades Lane, Newtown, CT 06470**

**Fax – (203) 270-9415**

**Email – [mailto: info@fairfieldhills.org](mailto:info@fairfieldhills.org) (Attach as Word document to e-mail)**

**At least three (3) weeks prior to the desired meeting time and every effort will be made to provide a member of the authority to address your group.**

**Your Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Name of Organization, if applicable** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location** \_\_\_\_\_

**Can the meeting room accommodate a power point presentation?**                     
**Yes**      **No**

**Anticipated Number of People** \_\_\_\_\_

**Specific topics you wish the speaker to address:**

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