

**FAIRFIELD HILLS AUTHORITY  
SPEAKER REQUEST FORM**

Please forward the following information to the Fairfield Hills Office 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.

Mail – Newtown Municipal Center, #3 Primrose Street, Newtown, CT 06470

FAX – (203) 270-9423

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

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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