

# Speaker Notes

Name of Speaker: \_\_\_\_\_

Agency: \_\_\_\_\_

Address/phone: \_\_\_\_\_

Questions to Ask:

1. \_\_\_\_\_

2. \_\_\_\_\_

## Main Points

## Information

What is this agency?

Who is the contact?

What are the services  
this agency could  
provide for me?

What do I need to do  
to get the services?

Other information

## Key Words and Facts

## Summary