



Telephone (808) 885-6777  
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Shawn Saito, Program Leader  
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**Day & Date:** \_\_\_\_\_ **Time:** \_\_\_\_ am/pm to \_\_\_\_ am/pm

**Program Title:** \_\_\_\_\_

**Presenter's Name:** \_\_\_\_\_

**Short Bio:** (*Maximum of 30 words*)

**Program/Meeting Description:** (*Maximum of 40 words*)

**Group/Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Room Set-Up:**

- Hollow Square-tables
- Classroom with tables
- Theater chairs facing forward
- Circle of Chairs
- U of Chairs
- Open Space
- Other \_\_\_\_\_

**Equipment:**

- Easel/White Board
- TV/VCR
- CD/ Cassette Player
- LCD Projector
- Overhead
- Podium
- Other \_\_\_\_\_

Estimated number of attendees : \_\_\_\_\_

Other Notes: \_\_\_\_\_

Confirmation Information:

Date: \_\_\_\_\_ Confirmed by (initials): \_\_\_\_\_



Friends of the Future

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We look forward to your presentation at Tutu's House and hope the following information will help ensure all runs smoothly.

- 1) Please call us the day before your presentation to:
  - a) reconfirm your equipment needs and room set-up preference;
  - b) get the reservation count, and let us know of anyone you know is coming who may not have called in a reservation;
  - c) advise us of any handout copying request you may have;
  - d) share any information you feel will help your presentation be successful.
- 2) Please allow sufficient time within the allotted program time for a brief question and answer period. For example, if your program is scheduled from 6:00 to 7:30 p.m., plan to start the question and answer period no later than 7:15 p.m. This will help conclude your presentation and allow us to close at the scheduled ending time. If some participants wish to continue the discussion beyond the scheduled ending time, and you wish to do so, please invite them to join you outside.
- 3) Tutu's House is an educational resource and offers the broadest possible range of presentation topics; however, it is not acceptable to market a specific brand name product or to solicit business as part of your presentation. If you offer a professional service, are promoting a workshop, or represent any type of product, please respect the spirit of Tutu's House and ask those interested to contact you during your regular business hours.
- 4) We encourage you to provide handouts pertaining to your topic you would like to share in your talk. We would be happy to provide copies for your presentation.

Please feel free to contact Shawn Saito at 885-6777 (FAX at 885-4998) or email at [shawn@tutushouse.org](mailto:shawn@tutushouse.org) if you have any questions.

Thank you for your support of Tutu's House by sharing your gifts with the community.

Mahalo,

Shawn Saito  
Program Leader