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| **\*PRESENTER/ORGANIZATION:**  |  Rasmussen Group, Inc.  |
| **\*PROGRAM TITLE:**  |  Touch-a-Truck  |
| **\*VENUE:** | East Side Library Meeting Room, 2559 Hubbell Avenue, Des Moines, IA 50317  | [**Zoom Request Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=yvTRtZprxkGF4e2PSYpaNSRjgca1kxJGo_vec6UzB0NUMjZQRUpSNDhCVUtETldIV1pKVzRaVkJZWC4u) |
| **\*EVENT DATE(S):**  | Friday, July 7, 2023 or type  |
| **\*EVENT TIME(S):**  |  10AM  | **\*LENGTH OF PROGRAM:**  |  1 hour  |
| (The program agreement will include an arrival time of 15 minutes prior and departure time of 15 minutes after.) |
| **EQUIPMENT REQUESTED:** |[ ]  **Podium** |[ ]  **Microphone** |[ ]  **Projector/Screen** |[ ]  **None** |
| **ROOM SETUP:**  |   |
|  |
| **ITEMS TO SELL:**  |   |[ ]  **No Sales Allowed** |
| **BOOKSELLER:**  |   |
|  |
| **INFORMATION REQUESTED:** |[x]  **Photo** |[ ]  **Program Summary** |[ ]  **Presenter Pronouns** |
|  |[ ]  **Bio** |[ ]  **Video Release - # of days:** ###  |[ ]  **None** |
|  |
| **CONTACT INFORMATION**  |
| **\*NAME OF CONTACT:** | **Mr.|Ms.|Mx.** |  Katie Sears  |
| **\*ADDRESS:** |  5550 NE 22nd Street  |
| **\*CITY:** |  Des Moines  | **\*STATE:** |  Iowa  | **\*ZIP:** |  50316 |
| **\*PRIMARY PHONE:** |  515-266-5173 | **EMAIL:** |  kasears@rasmussengroup.com |
|  |
| **\*PROGRAM COST?**  |  $0.00 | **TRANSPORTATION COST:** |  $ 0.00 | **OR # MILES:** |  #  |
| **\*Note: If mileage is subject to change we will wait until an invoice is received after the program before we cut and mail a check. Please keep program cost separate from transportation cost if that is the case.** |
|  |
| **\*ACCOUNT** |[ ]  **Choose or Type**  | **OTHER INFO:** |   |
|   |
| **PAYMENT TYPE:**  |[ ]  **Prepayment required** |[ ]  **Check (to be given at last scheduled program)** |[ ]  **Presenter will send invoice to be paid later** |
|  |
| **All program agreements will be prepared for Email delivery unless print/mail delivery is necessary.** |
| **\*REQUESTOR:** |  Nichole Foxhoven |
| **WORK PHONE:** | 515-248-6250 | **OTHER PHONE:** | 515-283-4152 x3  |
| **EMAIL:** | nmfoxhoven@dmpl.org |