



**First Impressions**  
Make Yours Count

## CHCA Guest Speaker: Gift Certificate Request

<b>Activity</b>	<b>Specific Information</b>	<b>Changes/ Follow -up</b>
<b><i>Logistics</i></b>		
Guest Speaker Visit	<i>Tues. Oct. 24<sup>th</sup> 2009</i>	
Timing (including length of visit)	<i>2:00-3:00 pm</i>	
Location	<i>Rm 208, 300 Adelaide Street</i>	
Administration Ass't sent to:	<i>Arleen Galano</i>	
Date Requested	<i>Tues. Oct. 7<sup>th</sup> 2009</i>	
Gift Certificate Received	<i>Tues. Oct. 1<sup>st</sup> 2009</i>	<b><i>Signature of Professor</i></b>
<b><i>Speaker Details</i></b>		
Name of Guest Speaker	<i>Jane Doe</i>	
Position	<i>Front Office Manager</i>	
Company	<i>Marriott Hotel: Downtown</i>	
Name of Program	<i>Hotel and Restaurant Mgt.</i>	
Name of Course	<i>Front Office Operations</i>	
<b><i>Professor Details</i></b>		
Coordinator	<i>Donnal Macdonald</i>	
Booking Professor	<i>Professor John Smith</i>	
Ext.	<i>4096</i>	
<b><i>Other Details</i></b>		