



PRESENTATION REQUEST

Please complete this form and submit it to First Command Educational Foundation. Fax the completed form to **817-569-2970** or scan and email it to **edufoundation@fcef.com**. Your presentation is not confirmed until you receive notice from the Foundation. **Please provide at least 30 days' notice for proper planning.**

For additional information call **817-569-2809**.

Requestor's name:	_____
Phone number:	_____
Email address:	_____
Name of presentation: Please pick a title from the FCEF Presentations list or, if you need a custom presentation, provide a detailed description.	_____ _____ _____
Name of organization:	_____
Location:	_____
Date and time of event:	_____ _____ _____ (MM/DD/YYYY) Start Time End Time
Anticipated audience size:	_____ number of participants
Target audience: Please provide a short description of the audience for this presentation (age, grade level, rank, expectations, etc.).	_____ _____ _____
AV equipment available:	<input type="checkbox"/> Laptop/computer <input type="checkbox"/> Microphone/audio system <input type="checkbox"/> Projector <input type="checkbox"/> White board <input type="checkbox"/> Remote slide changer <input type="checkbox"/> Writing pad/easel <input type="checkbox"/> Screen <input type="checkbox"/> Other _____

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