



# 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. **At least 30 days' notice is preferred for proper planning.** For additional information call **817-569-2809**.

<b>Requestor:</b>	Name: _____ Organization: _____ Office #: _____ Mobile #: _____ Email: _____		
<b>Proposed date and time of event:</b>	_____	_____	_____
	<i>(MM/DD/YYYY)</i>	<i>Start Time</i>	<i>End Time</i>
<b>Name or description of presentation:</b>			
<b>Expectations/learning objectives for presentation:</b>			
<b>Organization/unit being presented to:</b>			
<b>Presentation location:</b>			
<b>Point of contact for organization/unit:</b>	Name: _____ Rank/title/position: _____ Office # _____ Mobile #: _____ Email: _____		
<b>Target audience:</b>	Est size: _____ Description of attendees (ages, ranks, occupations, etc.): _____ _____ _____		
<b>AV equipment that can be made available:</b>	<input type="checkbox"/> Laptop/computer <input type="checkbox"/> Screen <input type="checkbox"/> White board <input type="checkbox"/> Remote slide changer <input type="checkbox"/> Microphone/audio system <input type="checkbox"/> Writing pad/easel <input type="checkbox"/> Projector <input type="checkbox"/> Other _____		

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**Basic Ground Rules**

- The Foundation is a non-profit 501(c)(3) organization incorporated in the state of Texas.
- The Foundation's mission is "to educate those who serve." We do not solicit, prospect, or seek identifying information about participants.
- Foundation presentations are for educational purposes only. No commercial companies or products will be represented.
- Upon receipt of your request, we will evaluate our capability to respond and will contact you to complete the arrangements or let you know we cannot fulfill the request.