

PRESENTATION REQUEST

Please complete this form and submit it to First Command Educational Foundation. It can be faxed to **817-569-2970** or scanned and emailed to **edufoundation@fcef.com**. Your presentation is not confirmed until you receive notice from FCEF. **At least 30 days' notice is preferred for proper planning.** For additional information call **817-569-2809**.

REQUESTOR INFORMATION:

Name: _____ Organization: _____

Office#: _____ Mobile#: _____

Email: _____

Proposed date and time of event: _____

Name or description of presentation: _____

Organization/Unit being presented to: _____

Presentation location: _____

Point of contact information:

Name: _____ Organization: _____

Office#: _____ Mobile#: _____

Email: _____

Target audience (estimated size and demographic information): _____

AV equipment that can be made available (check all that apply):

☐ Laptop/computer ☐ Projector & Screen ☐ Microphone/Audio System ☐ Slide Changer

☐ White Board ☐ Writing Pad/Easel ☐ Other _____

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