

PRESENTATION REQUEST

Please complete this form and submit it to First Command Educational Foundation. **We prefer at least 30 days' notice for proper planning and execution of your request.** If you have a shorter timeline, please call and leave a message at 817-569-2940. Your presentation is not confirmed until you receive notice from FCEF. For additional information email us at edufoundation@fcef.com.

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 _____

Submit

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