

## **Military Child Education Coalition Speakers Bureau Request Form**

*We sincerely appreciate your interest in having the Military Child Education Coalition participate in your event.*

**We must receive requests 60 days prior to the event and will provide feedback within 10 working days of receipt.** Please answer the following questions and submit:

- 1) Name of requesting organization:
  
- 2) Name of event:
  
- 3) Date and time of event (include start and end times for our involvement):
  
- 4) Location of event (including address, city/installation and state)
  
- 5) Brief description of the event:
  
- 6) Expected number in attendance and demographics of attendees:
  
- 7) Role you are requesting MCEC to perform in this event (please be specific):
  
- 8) Are MCEC handout materials requested (if so, please specify type and content):
  
- 9) Associated costs you cover (be specific - travel, meals, per diem, etc.):
  
- 10) Event point of contact (include name, phone number, and email address):
  
- 11) Any additional information/considerations you feel are pertinent to this request:
  
  
- 12) How did you learn of the Military Child Education Coalition?

*Thank you!*

If you have questions pertaining to your request, please contact Laura Cayton, Executive Assistant, at [Laura.Cayton@MilitaryChild.org](mailto:Laura.Cayton@MilitaryChild.org) or (254) 953-1923.