



Speaker 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?

If you have questions pertaining to your request, please contact Laura Cayton, Director, Office of the President/CEO, at Laura.Cayton@MilitaryChild.org or 254.953.1923.