### Field Service Request

**Purpose:** Use this form to request a Delaware PTA board member to speak at your PTA meeting, conduct a workshop/training for your PTA, or meet with your board to assist in other matters.

**Instructions:**
- Make copies of this form as needed.
- Fill in the information requested below. Please print.
- When possible, please send request at least 30 days prior to the date of event.
- If possible, please include a cell phone number for a contact person who will be available prior to the event. Board members may need to speak with someone immediately prior to the event (for directions, emergencies, etc.)
- The contact person listed below will be called or e-mailed once the event arrangements are confirmed with the state board member(s).
- Mail or bring to the Delaware PTA, 925 Bear-Corbitt Rd, Room 101, Bear, DE 19701-1323.

**Date**

**Local PTA Unit Name**

**Local Unit ID #**

**Region**

**Contact Person**

**Position**

**Address**

**City**

**State**

**Zip**

**Daytime Phone**

**E-Mail**

**Evening Phone**

**Cell Phone**

**Date of Event**

**Type of Event**

**Purpose/Goal of Event**

**Topic(s) Requested**

**Board Member(s) Requested**

**Expected Attendance**

**Expected Duration of Presentation**

**Types of audio visual equipment available:**

- [ ] Overhead
- [ ] VCR/Monitor
- [ ] LCD Projector/Screen

**Address and phone number where event will take place**

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*You must include directions to the event on the back of this form or on an additional page.*

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**Local Unit PTA President’s Signature**

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**FOR OFFICE USE ONLY**

**Date Received**

**Notes:**