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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 _____

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

Local Unit PTA President's Signature _____

FOR OFFICE USE ONLY

Date Received _____

Notes: