

## Michigan Education Trust Presentation Request

To schedule a no cost presentation on the Michigan Education Trust (MET) Program, Michigan Education Savings Program (MESP), or both, complete this form and mail to the address at the bottom of the form, or call Linda Giles-Gordon at (517) 241-4314 or e-mail GilesL@michigan.gov.

Presentation Subject		
<input type="checkbox"/> MET	<input type="checkbox"/> MESP	<input type="checkbox"/> MET/MESP (Both)

Presentation Type			
<input type="checkbox"/> Booth	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Presentation (no PowerPoint)	<input type="checkbox"/> Webinar

Contact Information		
Name of School, Company or Business		
School District		
Event Contact Person		
Event Location (Address, City, State, ZIP Code)		
Event Contact Telephone Number	Fax Number	E-mail Address
If presentation is for more than one school in the district, list all school names here:		

Detailed Presentation Information		
Event Name (ex: PTA Meeting)		
Number of Participants Expected (if known)	Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there an Admission fee to the event? <input type="checkbox"/> Yes, \$ _____ <input type="checkbox"/> No	If the event is open to the public, may MET have permission to publicize the event in your area newspapers/magazines? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List three preferred presentation dates:		
1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Time of Event	How long would you like the presentation to be? (the avg. length for the PowerPoint presentation for each program is 30 minutes and 1 hour for both)	

**Return Completed form to:** Michigan Education Trust, P.O. Box 30198, Lansing, MI 48909 or fax (517) 373-6967.