

## 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 Heather Barthelmes at 517-241-9127 or email BarthelmesH@Michigan.gov. Note: MET reserves the right to cancel events due to staffing or weather conditions.

PRESENTATION SUBJECT		
<input type="checkbox"/> MET	<input type="checkbox"/> MESP	<input type="checkbox"/> MET/MESP (Both)
EVENT TYPE		
<input type="checkbox"/> Presentation, in-person	<input type="checkbox"/> Webinar	<input type="checkbox"/> Booth*
*If you select Booth, please complete the following:		
Booth Set-up Time	Booth Tear Down Time	Booth Open Time
<b>Please include any special parking and/or unloading instructions at least one week prior to event.</b>		
CONTACT INFORMATION		
Name of School, Company or Business		
School District (if applicable)		
Event Contact Person		
Event Location (Address, City, State, ZIP Code)		
Event Contact Telephone Number	Email Address	
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	
Provide any further details about the event, including availability of equipment for presentations and tables/chairs for booth events etc.		
List three preferred presentation dates:		
1st Choice	2nd Choice	3rd Choice
Time of Event	How long would you like the presentation to be? (The average length for the PowerPoint presentation for each program is 30 minutes to 1 hour for both)	

Return completed form to:

Michigan Education Trust  
Attn: Heather Barthelmes  
PO Box 30198  
Lansing, MI 48909

Form can also be faxed to: 517-763-0124 or Emailed to BarthelmesH@Michigan.gov