

# Financial Literacy Presentation Request



## Event Information

Individual/Organization Requesting Presentation: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Is this a youth or an adult event? \_\_\_\_\_ Age range of attendees: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

What financial topic(s) would you like to have presented at this event?

Please provide a brief description of the event:

## Individual/Organization Contact Information

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact Address: \_\_\_\_\_

## Resources

How many presenters are needed? \_\_\_\_\_

Do they need to be knowledgeable in a specific area (i.e. loan officer or account opening)? If yes, please specify:

What marketing resources are needed?

Will a projector be provided for the presentation?  Yes  No  N/A

Will the internet be accessible for the presentation?  Yes  No  N/A

Have participants signed a photo release agreement?  Yes  No

(if not, Fort Lee FCU can provide an agreement on the day of the event for willing participants)

Additional Details:

**\*Requests sent with less than a 2-week notice may be reviewed on a case-by-case basis.\***