



Internal Use

Date:

Speakers' Bureau Request Form

Duval County Public Schools would love to speak to your group to discuss our financial resources, teacher effectiveness and the academic programs and learning opportunities we provide. Please complete this form to request a knowledgeable speaker to address your organization or association.

Contact _____

Name of Organization _____

Mailing Address _____

Telephone _____

(Please include an alternate number where someone can be reached the day/hour of the event.)

Date & time of event _____

Location of event _____

Is this a reoccurring meeting where other speaking opportunities are available? Yes No

Requested Speaker's Name _____

Requested Topic _____

(Please specify none if you want speaker to choose topic.)

Expected # of attendees _____

Is audiovisual equipment available? Yes No

Special request/needs _____

If you have additional questions, please call Myra Simmons at 904.390.2993 or visit our Web site at www.duvalschools.org.

Return to Myra Simmons via fax 904.390.2659 or U.S. mail, 1701 Prudential Drive, Jacksonville, FL 32207.