

<b>Internal Use</b> Date:
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### 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 904.390.2126 or visit our website at [www.duvalschools.org](http://www.duvalschools.org).

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