



*******FOR SCHOOLS & STUDENTS*******

Presentation Request Form*

School/Grade/Class/Club Name: _____

Contact Name: _____

Address (of school): _____

Phone: _____ Email: _____

Tell us about your school's environmental initiatives and/or programs: _____

Requested Presentation(s) Date(s): _____

Time & Duration: _____

Location or Virtual: _____

Host of event: _____

Day-Of Contact: _____ Cell Phone: _____

Description of expectations and topics requested: _____

of attendees and ages/grades: _____

Will COA staff have access to a (please check all that apply): computer? projector? screen?

Other expectations (use of COA logo, endorsements or quotes, photo ops, etc.): _____

Additional comments: _____

**COA generally asks for a \$150 donation/fee for a 50-minute educational presentation/event, plus reimbursement for travel at \$.50/mile. For additional same-day presentations, COA suggests a \$50 donation/fee per presentation.*