

McCormick Freedom Project *Speakers in Schools* School Coordinator Event Confirmation Form

Please fax this confirmation form within two weeks of scheduled event to confirm details with the Freedom Project. While this information will be shared with the speaker with whom you have booked a *Speakers in Schools* event, please be sure to discuss these details with the speaker prior to submitting confirmation.

Please indicate the speaker and topic booked:

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Did you discuss any specific requests or adjustments to the presentation with speaker?

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What are your goals for having this speaker in your school?

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When is the event scheduled?

Day _____ Month _____ Date

What time should the speaker arrive at the school to check-in?

____:____ AM PM

Parking and Check-in instructions for the speaker:

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In what type of space will the presentation take place?

Classroom

Auditorium

Gymnasium

Other _____



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