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*Daniel G. Cantu*

### *President*

# REQUEST TO SPONSOR MEETING

**Date of Request:**

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| Company Name: | | | Point of Contact/Phone #: | |
| Email Address: | | Website Address: www. | | |
| Product or Services: | | | | Length of Time in Business: |
| Method of Presentation: Handouts PowerPoint Transparencies Flip Chart etc. | | | | |
| Estimated time needed: | Other Considerations: | | | |
| Brief Summary of What You Would Like to Present: | | | | |

***Thank you*** for volunteering to speak to our group. In order to ensure that we both benefit from this experience we want to make sure you understand a few things about what this will entail and the criteria we use to select a sponsor for our monthly meetings:

* Our group consists primarily of school officials that are involved with the maintenance of public schools, such as department administrators, supervisors, energy managers, and technicians.
* Each meeting that we have had to date has an attendance of 15 to 25 members. Registered vendors are also invited to attend.
* In selecting a vendor(s) to present to our group we ask that vendor to be prepared to, “enlighten” us in his area of expertise in general and how it impacts/benefits the Maintenance/Building operations of our schools. The presentation should be a learning opportunity for the group not a sales pitch for a specific product.
* Presentations generally should be no longer than 30 minutes. Any handouts, etc that would be of benefit to the group should also be available electronically in order to post to our website for future reference.
* In return for the opportunity to address the organization the presenter will sponsor lunch for the group. A copy of the meeting sign in roster will be provided to you afterwards.