



# PRESENTATION REQUEST FORM

**Please look over the form carefully and fill out the sections that pertain to your request. Failure to fill out the form completely may cause a delay in its review.**

\* Requests for presentations should be submitted to the Office of Public Information with **6 weeks lead-time** and will be approved according to availability and cost agreement.

\* Requests by Tribal Officials (Tribal Chief, Tribal Council) will have priority.

Person Requesting Service: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (work) \_\_\_\_\_ (cell) Email: \_\_\_\_\_

Type of Presentation:       General                       Cultural

Event Name: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated Audience # \_\_\_\_\_ Special Needs \_\_\_\_\_

### General Presentations

- \_\_\_ MBCI Historical Overview
- \_\_\_ MBCI Economic Development Overview
- \_\_\_ Choctaw Veterans Color Guard
- \_\_\_ Choctaw Indian Princess
- \_\_\_ National Anthem (in Choctaw)
- \_\_\_ Other (Describe)
- \_\_\_\_\_
- \_\_\_\_\_

### Cultural Presentations

- \_\_\_ Cultural Overview Presentation
  - \_\_\_ Choctaw Basket Making
  - \_\_\_ Stickball crafts and game
  - \_\_\_ Traditional Choctaw Clothing / Bead Crafts
  - \_\_\_ Other (Describe)
  - \_\_\_ Demonstration Package
  - \_\_\_ Storytelling / Language
  - \_\_\_ Food Preparation
  - \_\_\_ Social Dancing
- \*All Cultural Presentation Requests are forwarded to the Department of Chahta Immi first. If DCI is unable to fulfill the request, the Office of Public Information will review the request.**

Details of event (Describe program/event, purpose/goal and time allocation for presentation. Attached separate sheet if needed):

**SIGNATURE (REQUIRED)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*\*\* RETURN FORM TO THE OFFICE OF PUBLIC INFORMATION OR BY EMAIL TO:  
fred.willis@choctaw.org \*\*\***

<b>Office Use Only</b>	
Date Received: _____	Initials _____
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	OPI Director _____ Date: _____