

**(9th & 10th (Horse) Cavalry Association
Baltimore Metropolitan Area Chapter Buffalo Soldiers
PRESENTATION REQUEST FORM
(Please Print or Type)**

Name of Organization making the request: _____

Point of Contact: _____

Phone: _____ Cell #: _____

Event Date: _____

Description of the event: _____

Audience Size: _____ Audience Age Group: _____

Start Time: _____ End time: _____

Time we can setup: _____

Location/Address: _____

Brief Description of room: _____

Wi-Fi/Internet Access: Yes No Room Capacity: _____

Tables Available (if yes how many): _____

AV Equipment Available: _____ Podium Available: _____

Activity Requested (Historical Speaker, Display or Color Guard): _____

Will parking accommodations be provided. Some events require livestock (Horses).

The 9th & 10th (Horse) Cavalry Association & the Baltimore Metropolitan Area Chapter of the Buffalo Soldiers is a 501 (c)(3) non – profit organization. We do not request payment for appearances however if travel is outside of a 50-mile radius we may request funds to cover travel and lodging expenses. All donations are greatly appreciated and are tax deductible. Each request is considered individually. Making a request does not place obligation on you, your organization, or the Baltimore Buffalo Soldiers until such time your request is approved by the Chapter. Advertising or event promotion is permitted with the consent and review of the Chapter. All requests must be submitted **45** days prior to the date of your event. If you have questions, please contact one of our Event Coordinators.

Submit this document by email or U.S. Mail to:

Email Address: _____

or

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Coordinators:

Trooper Tinell Pratt 410-551-0067

Trooper Jean Faulcon 410-701-7433