



SPEAKER / DEMONSTRATION REQUEST PROCEDURE

- The primary purpose of the Speaker/Demonstration program at Wood County Electric Cooperative (WCEC) is to inform charitable, educational and civic organizations that reside within the 9 County WCEC service area, about electrical safety, our organization, and the services we provide.
- Under direction of the General Manager, the Communications Specialist schedules appropriate personal and subject matter experts for the requesting organization.
- Priority will be given to organizations that foster growth and development of youth, sponsorship of causes that help the underprivileged, and those that concentrate on civic and community development.
- The Co-op will give priority to those organizations that have a purpose consistent with WCEC goals.
- Please Note: If your organization is requesting an indoor arcing demonstration, a door and passageway of not less than 3.5 feet is required for equipment ingress/egress.

How to Request a Speaker or Demonstration from Wood County Electric Cooperative

- All request must be made via the approved speaker/demonstration request form, located at www.wcec.org , under Community/Sponsorship and Events tabs. For those without access to the internet, the form can be picked up at WCEC headquarters at 501 S. Main Street, Quitman, TX 75783.
- Speaker requests made less than two weeks prior to an event will not be considered.
- Completed forms can be scanned and emailed, mailed, or faxed to the following:
 - Email: paige.eaton@wcec.org
 - Mail: Wood County Electric Cooperative
Attention: Communications Specialist
P.O. Box 1827
Quitman, TX 75783
 - Fax (903) 763-5693



SPEAKER / DEMONSTRATION REQUEST FORM

Organization: _____
 Contact Name: _____
 Address for the Event: _____
 Room no. if applicable: _____
 City: _____ State and Zip Code: _____
 Phone Number: () _____
 Date of presentation: _____
 Time of presentation: _____
 Expected length of presentation: _____

Describe the purpose of the event:

What is the expected audience size and age range?

If a PowerPoint presentation is expected, will your organization provide the following?		
Laptop YES / NO	Laptop projector YES / NO	Projection screen YES / NO
List any additional relevant info/comments:		

Basic driving directions to the facility where the presentation will take place:

In consideration of Wood County Electric, Inc.'s (WCEC) participation in the program, and to the fullest extent permitted by law, we agree to indemnify, defend and hold harmless WCEC, its officers, directors, employees, agents, volunteers and assigns from and against all claims arising out of or resulting from participation in the program.

SignatureDate