



# Speaker Request Form

Sponsoring Organization(s):

Does the sponsoring organization exclude any person from its membership or practice any form of discrimination in its function based on race, creed, color, gender or national origin?  Yes  No

Does this event have the official backing of the local government?  Yes  No

Organization Website(s):

## Requestor

|   |       |
|---|-------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. | Date: |
| First Name:   |       |
| Last Name:  |       |
| Title:  |       |
| Organization:   |       |
| Address:  |       |
| City:   |       |
| State:  | Zip:  |
| Email:  |       |
| Primary Phone #:  |       |
| Cell Phone:   |       |

## Alternate Contact

|               |
|---------------|
| Name:         |
| Title:        |
| Organization: |
| Phone:        |
| Email:        |

## Speaker's Greeter (If different than Requestor)

|                  |
|------------------|
| Name:            |
| Title:           |
| Organization:    |
| Contact Phone #: |
| Email:           |

Please submit this form at least 90 days in advance of the event. We will acknowledge when your request is received. If you do not hear from the Outreach office in a reasonable period of time, please contact us at 614-336-7002 or email: [ng.oh.oharng.mbx.ong-outreach@mail.mil](mailto:ng.oh.oharng.mbx.ong-outreach@mail.mil)

We will do our best to honor your speaker requests, but please realize that unforeseen mission requirements may require last minute substitutions.

## Event Details

|   |        |  |
|---|--------|--|
| Event:  | Date:  | Time:  |
| Address:  |        |  |
| City:   | State: | Zip:   |
| Purpose/Theme:  |        |  |
| Anticipated Attendance:   |        | Majority Age of Audience:  |
| Audience: <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Community Leaders <input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Youth |        |  |
| Will audience be standing or sitting?   |        | Event held: <input type="checkbox"/> Inside <input type="checkbox"/> Outside |
| Type of Event: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Other:  |        |  |
| Is this event being used to raise funds? <input type="checkbox"/> Yes <input type="checkbox"/> No   |        |  |
| If yes, explain purpose:  |        |  |
| Is there a charge for participants to attend this event? <input type="checkbox"/> Yes <input type="checkbox"/> No   |        |  |
| If yes, what is the per person cost?  |        |  |
| Have other National Guard units/assets been asked to support this? <input type="checkbox"/> Yes <input type="checkbox"/> No   |        |  |
| If yes, please list:  |        |  |
| Will the media be invited to attend this event? <input type="checkbox"/> Yes <input type="checkbox"/> No  |        |  |
| If yes, list those attending:   |        |  |

## Speaker Preferences

|  |
|--|
| Speaker will be a: <input type="checkbox"/> Keynote Speaker or <input type="checkbox"/> Part of a Panel - Number on Panel  |
| Service: <input type="checkbox"/> No Preference <input type="checkbox"/> Currently Serving <input type="checkbox"/> Army National Guard                                  |
| Status: <input type="checkbox"/> No Preference <input type="checkbox"/> Air National Guard <input type="checkbox"/> National Guard Alumni                                |
| Rank: <input type="checkbox"/> No Preference <input type="checkbox"/> General Officer <input type="checkbox"/> Officer <input type="checkbox"/> Non Commissioned Officer |
| Other considerations or special requests:  |

## Speech Recommendations

|   |   |
|---|---|
| Proposed Topic:                           |   |
| Time speech is to be delivered:           | Speaker to arrive no later than:  |
| Length of speech not to exceed:           | Is Audio Visual available? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other considerations or special requests: |   |

Community Outreach Notes:

Speaker Assigned:

Date:

Outreach 6-16-16