

<b>REQUEST FOR AN INDIANA GUARD SPEAKER</b>		<b>Date Submitted:</b>
<b>SECTION I: REQUESTOR INFORMATION</b>		
REQUESTOR'S NAME: TITLE: FIRST NAME, MI LAST NAME		
CONTACT PERSON FOR EVENT: TITLE: FIRST NAME, MI LAST NAME		
ORGANIZATION OR AFFILIATION:		
<b>SECTION II: EVENT POC</b>		
<b>A.1. SPEAKER REQUEST DATE:</b>		
A.2. EVENT LOCATION AND ADDRESS:	A.3. EVENT TITLE AND BRIEF DESCRIPTION OF EVENT:	
A.4. POC CONTACT NUMBERS:	A.5. ADDITIONAL CONTACT NUMBERS:	
<b>SECTION III: SPEAKER AND EVENT DETAILS</b>		
1. PLEASE EXPLAIN THE TYPE AND LENGTH OF PRESENTATION NEEDED:		
2. PLEASE DESCRIBE THE TYPE OF SPEAKER(S) YOU ARE REQUESTING (INCLUDE SUBJECT KNOWLEDGE, LEVEL OF EDUCATION, CURRENT MILITARY STAUTS OR RANK, AND AREAS OF EXPERTISE DESIRED):		
3. WILL YOU BE PUBLISHING A POST-EVENT REPORT TO INCLUDE NEWS CLIPPINGS, VIDEO, OR BROCHURES SHOWING MILITARY PARTICIPATION? YES _____ NO _____		
4. HOW WAS YOUR ORGANIZATION REFERRED TO THE INDIANA NATIONAL GUARD:		
5. IS YOUR EVENT MILITARILY RELATED? YES _____ NO _____ IF YES PLEASE EXPLAIN:		
6. NUMBER OF EXPECTED GUESTS:		
7. ARE VISUAL AIDES AVAILABLE/ REQUIRED (IE: POWER POINTS, ETC.)?		

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 JOINT FORCES HEADQUARTERS  
 PUBLIC AFFAIRS OFFICE  
 2002 South Holt Road  
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8. VIP's, SPECIAL GUESTS OR NEWS MEDIA INVITED? IF SO, PLEASE EXPLAIN:

9. TIME SPEAKER SHOULD ARRIVE:

10. ACTUAL SPEAKING TIME (INCLUDE BEGIN AND END TIMES):

11. REFRESHMENTS SERVED: YES \_\_\_ NO \_\_\_

12. IS EVENT OPEN AND FREE TO THE PUBLIC? YES \_\_\_ NO \_\_\_

12A. WAS THE EVENT ADVERTISED? YES \_\_\_ NO \_\_\_

**SECTION IV: SIGNATURES**

REQUESTOR:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

PRIMARY POINT OF CONTACT:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

REMARKS:

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