

**REQUEST FOR AN OHIO NATIONAL GUARD
SPEAKER**

Date Submitted:

SECTION I: REQUESTOR INFORMATION

REQUESTOR'S NAME:
TITLE FIRST NAME, MI LAST NAME

CONTACT PERSON FOR EVENT:
TITLE FIRST NAME, MI LAST NAME

ORGANIZATION OR AFFILIATION:

SECTION II: EVENT POC

A.1. **SPEAKER REQUEST DATE:** _____

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

SECTION III: SPEAKER AND EVENT DETAILS

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 STATUS 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 OHIO NATIONAL GUARD:

5. IS YOUR EVENT MILITARILY RELATED? YES NO
IF YES PLEASE EXPLAIN:

6. NUMBER OF EXPECTED GUESTS:

7. VIP'S, SPECIAL GUESTS OR NEWS MEDIA INVITED? IF SO, PLEASE EXPLAIN:

8. TIME SPEAKER SHOULD ARRIVE :

ACTUAL SPEAKING TIME (INCLUDE BEGIN AND END TIMES):

9. REFRESHMENTS SERVED: YES NO

10. IS EVENT OPEN AND FREE TO THE PUBLIC? YES NO

10a. WAS THE EVENT ADVERTISED YES NO

SECTION IV: SIGNATURES

1. REQUESTOR: PRINT AND SIGN IN THE SPACES PROVIDED (FIRST, M. LAST)

2. PRIMARY POINT OF CONTACT: PRINT AND SIGN IN THE SPACES PROVIDED (TITLE, FIRST, M. LAST)
