**Iowa National Guard**

**Community Relations Event Worksheet**

**Date of event:** \_\_\_/\_\_\_/\_\_\_\_\_ **Date of request:** \_\_\_/\_\_\_/\_\_\_\_\_

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| --- | --- | --- | --- |
| Event start/staging time: | End time: | Description of location: | No. of expected attendees:  |
| Expected audience (age range, community, etc.): | Other participating organizations, schools, etc.: |
| Social media accounts that may be covering this event: | Ways event has been advertised: | Media expected at event: |
| Military assets requested: | Instructions for arriving/staging: |
| Other notes: |

**Sponsoring Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Location of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Requestor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Theme/Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Background information for event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**LOGISTICS**

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| What are the conditions of the room: (size, stage setup, podium, mic, etc.?) | Is PowerPoint or use of sound and visual aids possible/wanted? | What key themes would you like the presentation to cover? | No. of expected attendees: |
| Are there any VIPs expected in the audience. If so, who? | Will there be time for a Q&A after presentation? | What is the attire? (Duty uniform, business formal, etc.) |

 **GUEST SPEAKER REQUEST INFORMATION**

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Requester Signature/Date
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Requestor Printed Name and Organization

 **For questions and to email for submission:** ng.ia.iaarng.mbx.pao@army.mil