**Iowa National Guard**

**Community Relations Event Worksheet**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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](mailto:ng.ia.iaarng.mbx.pao@army.mil)