



SPEAKING ENGAGEMENT FORM

Your name: *

Phone number: *

Email address: *

Requesting organization/office: *

Date of speaking engagement: *

Is there an alternate date/option? *

Purpose of event: *

Location of speaking engagement: *

Topic or theme: *

Attire: *

Formal

Business

Business Casual

Casual

Media provision requirements: *

Podium

Projector

Monitor

Speakers

Laptop

Microphone

The attending audience: *

Staff

External

Business

Education

Industry

Federal

The type of speaking engagement is: *

A Speech

Closing Remarks

A Keynote

A Briefing

Awards Ceremony

Talking points: *

Upon completion, please print this form for your records. The printed copy can be faxed, hand-delivered or scanned and e-mailed to Vernon Pollard at vernon.pollard.ctr@osd.mil and Col. Richard Hoeferkamp at Richard.Hoeferkamp@osd.mil.

Clear Form

PRINT

