



**JOINT FORCE HEADQUARTERS-COLORADO
COLORADO NATIONAL GUARD
6848 SOUTH REVERE PARKWAY,
CENTENNIAL, COLORADO 80112-6709**

Colorado National Guard Speaker Request Questionnaire

Title of Event:

Date:

Location of your event:

Address:

City:

State:

Room #:

Event will begin at:

Estimated time speech will begin:

Event will end at:

Brief description / history of event:

What would the organization like the speaker to address?

Is there a theme for the event?

Please provide a DETAILED agenda for the event, including speaking times:

How long do you have allotted for the speech?

Will there be a microphone?

Will there be a podium?

Expected attire?

Is this event indoors or outdoors?

Please provide the name and title of the individual who will introduce the speaker:

Has the Colorado National Guard provided a speaker at this event or to your organization in the past, if so, who/when?

Estimated number of audience members:

Audience demographics (who are they, where do they live - i.e., in the Denver area, across Colorado, across the country?):

Who should the speaker thank/recognize?

Will there be other VIPs/elected officials in attendance, if so, who?

Has the media be invited?

If not, is media welcome?

POINT OF CONTACT ON DAY OF EVENT

Name:

Organization:

Title:

Cell Phone Number:

E-mail:

**** Please provide any additional information that you feel would help speaker prepare for the event:**

RETURN THIS DOCUMENT TO THE FOLLOWING:

Staff Sgt. Joseph VonNida (Community Support Specialist), joseph.k.vonnida.mil@mail.mil, Office: 720-250-1058

Capt Darin Overstreet (Public Affairs Officer), darin.l.overstreet.mil@mail.mil, Office: 720-250-1050

For further coordination with the Adjutant General's speaking engagements:

Mrs. Jean Schjodt (TAG's Executive Assistant), jean.a.schjodt.civ@mail.mil, Office: 720-250-1500

CPT Derek Richter (TAG Aide), derek.m.richter.mil@mail.mil, Office: 720-250-1492

Ms. Janelle Darnell (Protocol), Janelle.darnell@dmva.state.co.us, Office: 720-250-1462