REQUEST FOR AN INDIANA GUARD			Date Submitted:	
SPEAKER				
SECTION I: REQUESTOR INFORMATION				
REQUESTOR'S NAME: TITLE:	FIRST NAME, MI	LAST NAMI	3	
CONTACT PERSON FOR TITLE:	EVENT: FIRST NAME, MI	LAST NAMI	3	
ORGANIZATION OR AFFILIATION:				
SECTION II: EVENT POC				
A.1. SPEAKER REQUEST DATE:				
A.2. EVENT LOCATION A	ND ADDRESS:	A.3. EVENT TITLE AND	BRIEF DESCRIPTION OF EVENT:	
A.4. POC CONTACT NUMBERS:		A.5. ADDITIONAL CON	TACT 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 STAUTS 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 INDIANA NATIONAL GUARD:				
5. IS YOUR EVENT MILITARILY RELATED? YES NO IF YES PLEASE EXPLAIN:				
6. NUMBER OF EXPECTED GUESTS:				
7. ARE VISUAL AIDES AVAILABLE/ REQUIRED (IE: POWER POINTS, ETC.)?				

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8. VIP's, SPECIAL GUESTS OR NEWS MEDIA INVITED? IF SO, PLEASE EXPLAIN:				
O TIME ODE A MED CHOLH D ADDIME	10 ACTUAL OPENING TIME (INCLUDE DECIMAND END			
9. TIME SPEAKER SHOULD ARRIVE:	10. ACTUAL SPEAKING TIME (INCLUDE BEGIN AND END TIMES):			
11. REFRESHMENTS SERVED: YESNO				
12. IS EVENT OPEN AND FREE TO THE PUBLIC? YESNO	-			
12A. WAS THE EVENT ADVERTISED? YESNO				
SECTION IV: SIGNATURES				
REQUESTOR:				
PRINTED NAME	SIGNATURE			
PRIMARY POINT OF CONTACT:				
PRINTED NAME	SIGNATURE			
REMARKS:				
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