



U.S. ARMY

SENIOR LEADER SPEAKER/ ENGAGEMENT REQUEST FORM

HEADQUARTERS OF THE DEPARTMENT OF THE ARMY

SUBMISSION OF THIS REQUEST DOES NOT IMPLY APPROVAL OR SUPPORT. ORGANIZATIONS MUST USE THIS FORM TO REQUEST AN ARMY SENIOR LEADER TO SPEAK ON TOPICS THAT ARE OF COMMON INTEREST TO THE REQUESTING ORGANIZATION, THE U.S. ARMY AND DEPARTMENT OF DEFENSE. REQUESTED FORMS MUST BE SUBMITTED AT LEAST SIX (6) WEEKS BEFORE THE REQUESTED SPEAKING /OUTREACH ENGAGEMENT.

Title of Event: _____ Sponsoring Organization: _____ Organizational Website: _____

Date of Event: _____ Time of Event: _____ Speaker Arrival Time: _____ Time of Presentation: _____ Length of Presentation: _____


Requested topic: _____ Is this an "on" or "off the record" Event (for attribution) _____

Deadline to confirm Speaker: _____ Expected Attendance: _____ Dress Code for Event: _____

Address of Event: _____ Army Senior Leader "Top 5" Requested (SA, USA, CSA, VCSA, SMA) _____

ADDITIONAL INFORMATION

Are the Speaker's bio and photo needed?	Will a reserved parking space be provided?	Event open to the public?
YES	YES	YES
NO	NO	NO
Event being used to raise funds?	Media invited?	Presentation to be recorded?
YES	YES	YES
NO	NO	NO
Charge for the Event?	Has a U.S. Army Representative previously spoken at this Event?	
YES \$ _____	YES (Who and When) _____	
NO	NO	
Audio-Visual Equipment Available:	Audience Composition:	
Lapel Microphone	Politicians	JROTC
Podium	Veteran's Organization	Educators
Projector	Retired Military Active	Students
Computer w/ Powerpoint	Military	
Software DVD Player	Industry Professionals (Specify) _____	
WIFI	Civic Organization (Specify) _____	
	Other _____	

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EVENT DETAILS, AGENDA AND TIMELINE

Background information about Event / Additional Details:

Event Agenda / Timeline:

POINT OF CONTACT

Name of Event Point of Contact:

Email Address:

Affiliation with Group:

Phone Number:

Cell Phone:

Today's Date:

COMPLETED FORM MUST BE SUBMITTED AT LEAST EIGHT (8) WEEKS
PRIOR TO THE EVENT DATE TO THE U.S. ARMY HEADQUARTERS OFFICE
AT EMAIL: JOSEPH.M.ADAMS3.CIV@ARMY.MIL &
REBECCA.N.WARDWELL.CIV@ARMY.MIL