

UNITED STATES CENTRAL COMMAND SPEAKER INVITATION REQUEST

PLEASE FILL OUT THIS FORM TO THE BEST OF YOUR ABILITY – WE CANNOT FULLY PROCESS YOUR INVITATION UNTIL WE RECEIVE THIS COMPLETED FORM. PLEASE ATTACH A CURRENT AGENDA FOR YOUR EVENT, IF AVAILABLE. TENTATIVE AGENDAS ARE ACCEPTABLE. SEND TO centcom.macdill.centcom-hq.mbx.community-relations@mail.mil. THANK YOU.

1. GENERAL INFORMATION

SPEAKER REQUESTED:

IF THE REQUESTED SPEAKER IS UNAVAILABLE, WILL DEFERRAL BE ACCEPTABLE? IF YES, DO YOU HAVE PREFERENCE?

ARE SPOUSES/GUESTS INVITED?

UNIFORM/DRESS ATTIRE (IF REQUESTING AN ACTIVE DUTY MEMBER, IS IT MORE APPROPRIATE FOR HIM OR HER TO WEAR THEIR UNIFORM OR OTHER ATTIRE?):

NAME OF EVENT:

WHO IS HOSTING THE EVENT?

IS THE HOST A CIVIC OR NON-PROFIT ORGANIZATION?

DATE OF EVENT:

TIME OF EVENT:

LOCATION OF EVENT (ADDRESS/CITY AND FACILITY):

DESCRIBE THIS EVENT’S PURPOSE IN 50 WORDS OR LESS:

SPONSOR NAME:

SPONSOR TYPE (GOVERNMENT, CORPORATE, UNIVERSITY, PME, INDUSTRY, OTHER):

IS THE SPONSOR A CIVIC OR NON-PROFIT ORGANIZATION?

DOES THE EVENT HAVE THE BACKING OF GOVERNMENT (Local, State, Federal)?

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DESCRIBE THE SEQUENCE OF EVENT FROM THE SPEAKER'S ARRIVAL AND CONTINUING THROUGH DEPARTURE:

2. PRESENTATION

REQUESTED TOPIC (PLEASE BE SPECIFIC):

STYLE (KEYNOTE, PANEL, PRESENTATION):

WILL THERE BE A Q&A SESSION?

MODERATOR:

LENGTH OF PRESENTATION (INCLUDING Q&A IF DESIRED):

A/V SUPPORT PROVIDED?

WILL EVENT BE RECORDED? HOW WILL THE RECORDING BE USED?

WILL THERE BE PHOTO/AUDIO/VIDEO FROM THE EVENT AVAILABLE FOR CENTCOM TO POST DURING/AFTER THE EVENT? MAY CENTCOM PROVIDE A PUBLIC AFFAIRS PHOTOGRAPHER TO CAPTURE THE EVENT?

WILL THE EVENT BE LIVE-STREAMED? WHERE?

WILL THERE BE A TEXT TRANSCRIPT AVAILABLE COVERING THE SPEECHES/ENGAGEMENT?

3. AUDIENCE

NUMBER OF ATTENDEES ANTICIPATED:

DESCRIBE INTENDED AUDIENCE:

IS THE EVENT OPEN TO THE PUBLIC or INVITATION ONLY?

INDIVIDUALS RECOMMENDED TO RECOGNIZE:

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NOTABLE INDIVIDUALS WHO HAVE CONFIRMED TO ATTEND:

NOTABLE SPEAKERS WHO HAVE CONFIRMED TO PARTICIPATE:

NOTABLE INDIVIDUALS WHO ATTENDED IN THE PAST:

NOTABLE SPEAKERS WHO PARTICIPATED IN THE PAST:

4. PRESS

MEDIA/PRESS and/or SOCIAL MEDIA POC IF DIFFERENT THAN THE EVENT POC:

WILL THERE BE ANY PRESS IN ATTENDANCE?

IF POSSIBLE, PLEASE PROVIDE PRESS LIST PRIOR TO THE EVENT.

WILL REMARKS BE ON-THE-RECORD OR OFF-THE-RECORD?

SOCIAL MEDIA PLAN:

PUBLICIZING/MARKETING PLAN BEFORE/DURING/POST EVENT (If so, please provide the web address, Facebook Page, Twitter Handles, Instagram user name, or any other information needed to follow the event on Social Media):

PLEASE LET US KNOW IF THERE ARE ANY INTERVIEW REQUESTS:

5. LOGISTICS:

COST TO ATTENDEES OTHER THAN SPEAKER:

EXHIBITOR FEES:

SPECIFIC EXPENSES COVERED BY ORGANIZER: (MEMENTO, TRAVEL EXPENSES, MEAL, INVITATION TO ANY RECEPTION, ETC.)

IF BEYOND A 60 MILE RADIUS FROM CENTCOM HEADQUARTERS, IS THE ORGANIZATION ABLE TO PROVIDE TRAVEL ASSISTANCE?

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PLEASE DESCRIBE ANY OTHER AVAILABLE SUPPORT THE HOST ORGANIZATION MIGHT BE ABLE TO PROVIDE:

6. POC FOR EVENT:

NAME:

PHONE:

EMAIL:

TITLE:

AFFILIATION/ORGANIZATION:

EVENT WEB SITE:

Terms & Conditions: By submitting this form on behalf of yourself or your sponsoring organization you certify that the information provided above is complete and accurate to the best of your knowledge. You understand that representatives from USCENTCOM will contact you to discuss arrangements and costs involved prior to final commitments, or to inform you of an inability to support this event. You also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.