



## ADJUTANT GENERAL EVENT REQUEST AND COORDINATION FORM

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

### WHEN

Date, Start & End Time: [Click here to enter a date.](#)    Start Time    End Time    Time Zone

Adjutant General's expected arrival time: \_\_\_\_\_

Timeline or Agenda (enclose if needed): \_\_\_\_\_

### WHERE

Location; Address, Building, and Room: \_\_\_\_\_

Location of "Green Room" if applicable: \_\_\_\_\_

Parking information: \_\_\_\_\_

### WHO

Sponsor Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Organizer:                      Name                      Phone                      email address

Point of Contact during event: Name                      Phone                      email address

Form completed by & date: Name                      Phone                      email address

[Click here to enter a date.](#)

### HOW

Attire: \_\_\_\_\_

Speaking role? Choose an item.,                      Start Time

Duration of remarks: \_\_\_\_\_

Topic(s) of remarks: \_\_\_\_\_

Is a podium available?                      Choose an item.                      Additional info

Audio & Visual considerations: \_\_\_\_\_

Number in attendance and composition of audience: \_\_\_\_\_

Other Distinguished Guests: \_\_\_\_\_

If seated, others at the table: \_\_\_\_\_

Will a meal be served? If so what is the cost? Choose an item. \_\_\_\_\_

Will media attend? Choose an item., If so, Who?

If the Adjutant General is unavailable is an alternate acceptable? Choose an item., Preferred Alternate?

Special instructions: \_\_\_\_\_

**ENCLOSURES:**

(As needed to communicate additional information/details/requirements, i.e. strip maps, invite, bios, etc)

\_\_\_\_\_