

Answers to the below questions are required in order to build a detailed itinerary for the guest speaker.

1. Event Title:
2. Provide a detailed event timeline: (include the time the guest speaker should arrive, the event start and end time, and any additional information available about the program.)
 - Arrival time:
 - Rehearsal time (if applicable):
 - Event start time:
 - Program start time
 - Guest speaker speaking time:
 - Program end time:
 - Event end time:
 - Will there be a reception before or after the event that the speaker should plan to attend, and if so, what time:
 - Any additional timeline details appreciated:
3. How long would you like the presenter to speak? (Select one)
 - ☐ 5 min.
 - ☐ 10 min.
 - ☐ 15 min.
 - ☐ 20 min.
 - ☐ Other _____
4. Specific Location
 - Address:
 - Building number, room name or number (if applicable):
5. Parking Instructions: (designated parking spot, parking garage, etc.)
6. Point of contact at the event:
 - Name:
 - Cell phone number:
7. Where will the speaker give the speech: (on a stage, in an auditorium, in a classroom, etc.)
8. What equipment will be available? (Select all that apply)
 - ☐ Podium/Lectern
 - ☐ Microphone
 - ☐ Audio Visual Equipment for PowerPoint presentation or movie

9. Event background: (annual event, new event, history of how event came to exist, etc.)

10. Who will introduce the guest speaker?

- Name:
- Title:

11. Uniform: (Select one)

- ☐ Black Tie Event (mess dress)
- ☐ Business/semi-formal (service dress/blues/Army service uniform)
- ☐ Casual (duty uniform/camouflage uniform)

12. How many people do you anticipate will attend?

13. What military background will the audience have? (Select one)

- ☐ All very familiar with the military
- ☐ Most familiar with the military
- ☐ Some familiar with the military
- ☐ Not familiar with the military

14. What is the topic of the speech?

15. List notable attendee names and titles (other guest speakers, guests of honor, government officials, organization leadership, etc.)