



JOINT FORCE HEADQUARTERS-COLORADO

COLORADO NATIONAL GUARD
6848 SOUTH REVERE PARKWAY,
CENTENNIAL, COLORADO 80112-6709

Colorado National Guard Speaker Request Questionnaire

Please attach a **DETAILED** agenda for the event

Title of Event:

Event Date:

Event site:

Room #:

Address:

City:

State:

ZIP code:

Time event begins:

Time event ends:

Time speech scheduled to begin:

Desired length of speech:

Brief description / history of organization:

Brief description / history of event:

Theme for the event:

If known, specify a speaker, or a representative of a specific unit or mission (Optional):

Topic the organization would like the speaker to address:

Desired attire? Select one or specify, Other:

Mess Dress Service Dress General Officer Jacket Business Casual Duty Uniform Casual

Will there be a microphone? Yes No **Podium:** Yes No **Projector:** Yes No

The event will be: Indoors Open Air Sheltered Other:

Please provide the name and title of the individual who will introduce the speaker:

Name:

Organization:

Title:

Has the Colorado National Guard provided a speaker at this event or to your organization in the past, if so, who/when? Yes No **Who/When:**

Expected number of audience members:

Audience demographics (who are they, where do they live - i.e., in the Denver area, across Colorado, across the country?):

Who should the speaker thank/recognize?

Expected VIPs, elected officials, senior military leaders, etc.:

Has the media be invited? Yes No If not, is media welcome? Yes No

POINT OF CONTACT FOR THE DAY OF THE EVENT

Name:

Organization:

Cell Phone:

Title:

E-mail:

OTHER COMMENTS (or continuation from fields above)

RETURN THIS DOCUMENT TO THE FOLLOWING:

Please send this form and a completed DD 2536 to ng.co.coarng.list.militarysupport@army.mil, or call: 720-250-1058. For more information and to get a DD Form 2536, go to: <https://co.ng.mil/Contact-Us/Request-Military-Support-Community-Relations/>.

Senior leader bios are available at: <https://co.ng.mil/About/Executive-Leadership/>