



# Senior Leader Speaker/ Engagement Request



Submission of this request does not imply approval or support. Organizations must use this form to request a Maine National Guard Senior Leader to speak on topics that are of common interest to the requesting organization, the Maine National Guard, and Department of Defense. Requested forms (including the DD 2356) must be submitted at least 90 Days prior to requested speaking event/engagement.

**Requested Topic:**

**Deadline to Confirm Speaker:**

**Dress code for event:**

**Are the Speaker’s photo and bio needed?** YES NO

**Will a reserved parking space be provided?** YES NO

**Is the presentation to be recorded?**

**Has a Maine National Guard representative previously spoken at this event?** YES (*Who and When?*) NO

**Is the presentation to be recorded?** YES NO

**Audio-visual Equipment Available:**

Lapel Microphone Podium

Projector Computer w/ PowerPoint

Software DVD Player WIFI

**Audience Composition:**

Politicians

JROTC

**Civic Organization:**

Veteran's Organization

Educators

Retired Military

Industry Professionals:

Active Military

Other