



Department Commander Speaking Engagement Request Form



Thank you for inviting Department Commander to speak at your event. To help Commander better prepare for your event, please provide the following details:

Requesting Organization: (Post, District, Community): _____

Name of Event: _____

Address where event will be held: _____

Event Date: _____ Event Start Time: _____ End Time: _____

Contact Name: _____ Contact Title: _____

Contact E-mail: _____

Contact Phone (please provide two): _____

Will a meal be served? _____

What duties is expect from the Commander –(Speaker – Judge – Parade): _____

Type of Remarks: _____

(i.e. Keynote, Informal Remarks, Panel Discussion)

Is Commander Keynote Speaker? _____

Will others also speak to group? _____

Other Elected Officials or Special Guests at the Event: _____

Do you plan to invite members of the media? Yes No

Name of individual introducing Commander: _____

IF Department Commander cannot attend your event, would a Division Commander be acceptable?

Yes NO

The Commander will respond, however the first priority is always the needs of the Department Events and programs.