



South Carolina National Guard

Community Relations Event Worksheet



Date of Event:

Date of Request:

Sponsoring Organization:

Location of Event:

Requestor:

Contact Number:

Theme/Topic:

Any Background Information for Event:

LOGISTICS:

Event start/staging time:	Program end time:	Description of location:	Expected number of attendees:
Expected audience (age ranges, communities, etc.):		Other participating organizations, schools, etc.:	
Social media accounts that may be covering this event:	Ways this event has been advertised:	Media expected to be at event:	
Specific military assets requested:		Specific instructions for arriving/staging:	
Any other notes of concern or request:			

Guest Speaker Request Information:

What are the conditions of the room: (size, stage setup, podium, mic, etc?)	Is PowerPoint or use of sound and visual aids possible/wanted?	What Key themes would you like the presentation to share?	What is scheduled before and after my presentation?
Are there any VIPs expected in the audience. If so, who?	Will there be time for a Q&A after presentation?	What is the attire/What should I wear (duty uniform/business, or dress uniform/formal)?	

For questions and to email form for submission: ng.sc.scarng.list.comrel@army.mil

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