

Rob Jeffreys Director

For the proposed speaking engagement, please complete and submit this form and any other relevant documents to the Public Information Officer no later than one week prior to the eventific $k \ge 0$ for i UfY fYei Yghjb['h Y Wz a YbhUfmcZh Y 8]fYVWcf"

Event Title:	
Event Date:	
Submitted by:	

Event Overview:				

Director's Role in the Event (Check all that apply.)					
Opening Remarks	Presentation of Awards	Talk to Media			
Speaker	Photographs	Other (Explain):			

If this is a speaking engagement, approximately how long is the Director expected to speak?

Who else is speaking at this event?

Who is the audience of this event?

What is the Director's message expected to convey?



Rob Jeffreys Director

List key words and phrases pertaining to the event.

Proposed talking points:

Supplemental Information attached to this form (Check all that apply.):					
Agenda	Brochure	Relevant Data			
Background Information	Other:				