

Resilient Voices EVENT BRIEF

Please submit this form via email at RA-PMOVA-RSLNTVOICES@pa.gov.

Today's Date:

Prepared by:

Host Organization/Institution:

Are you willing to contact speakers directly or do you prefer that they contact you with interest?

_____ I will contact them.

_____ Please have them contact me with interest.

→ Name of Event:

Date/Time:

Requested Arrival Time: _____ **Estimated Departure Time:** _____

Address:

Room Name/Number:

Description of Event/Background:

→ Point of Contact:

The speaker will be greeted by:

On-Site Name and Cell phone #:

Specific location to meet, if different from the address or if additional details are needed:

→ Audience (General Description):

Approximate Attendance:

Dignitaries or Elected Officials Attending:

→ Speaking/Other Role(s) Requested:

Time & Length of remarks:

Are visual aids permitted? (yes/no)

Podium Available? (yes/no)

Open to Media? (yes/no)

Laptop and Projector Available? (yes/no)

Who will introduce the speaker?

Other Speakers:

Suggested Speaking Points:

→ Travel Information:

Is mileage reimbursement available for the speaker? (yes/no)

**This will not inhibit the availability of speakers.*

Where is the speaker to park?

Will the speaker need a parking pass?

Where does the speaker enter the building and how to proceed from there (what floor/elevators, etc.)?