**SPEAKER REQUEST FORM**

**LIEUTENANT GENERAL MICHAEL FERRITER (U.S. ARMY, RETIRED)**

**President & CEO, NATIONAL VETERANS MEMORIAL AND MUSEUM**
Thank you for extending the invitation for Lt. General Michael Ferriter to participate in your event. Please complete this form to ensure that we can best prepare for your needs. Completed forms should be returned to: dorian@nationalvmm.org.

**General Event Information:**

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Purpose:** |  |
| **Event Date:**  |  | **Event Time:**  |  |
| **Event Location** (include full address, city, state, and zip code):  |  |
| **Organization Name**  |  |
| **Organization Background:** |  |
| **What time is the General Ferriter expected to speak?**  |  | **What time is the General able to leave if he has another commitment immediately following the event?**  |  |

**Event Contact and Honorarium Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **On-Site Contact Name** (please list the individual who will be the point of contact at the event)**:** |  | **Cell Number:** |  |
| **Amount for Honorarium****(benefitting the National Veterans Memorial and Museum)** |  | **Contract Required (Y/N):** |  |
| **Honorarium Invoice\* Contact Name:** |  | **Contact Phone and Email** |  |

**\*Honorarium invoice will be provided under separate cover.** The National Veterans Memorial and Museum is a 501c3 not-for-profit organization working to empower our mission to honor and preserve the Veteran experience.

**General’s Participation/Role:**

|  |  |  |  |
| --- | --- | --- | --- |
| **What will be the General role at the event?** (Brief remarks, introductions, keynote, handing out awards, tour, etc.)**:**  |  | **What is the allotted time for remarks?** |  |
| **Are there any specific speaking points you would like for us to include in his talking points** (example: history, event context, milestones, etc.)**:** |
|  |
| **Program Outline/Agenda** (please include or attach specific times for speakers and event outline)**:**  |  |
| **Who is introducing the General?** |  |
| **Will the General introduce anyone at the end of his remarks?**  |  | **Will there be audience Q&A after the General remarks?**  |  |

**Event Logistics:**

|  |  |
| --- | --- |
| **Number of attendees and audience makeup:** |  |
| **Dignitaries/VIPs attending:** |  |
| **Event Sponsors:**  |  |
| **Is there a specific attire request?** |   |
| **Is the event indoors or outdoors?** |  | **Podium?** |  | **Stage?** |  |
| **Microphone?** | Pin-On/Lapel: [ ]  Hand-Held: [ ]  Attached to Podium: [ ]  No Microphone:  |
| **Parking Instructions:**  |  |

**Communications & Social Media:**

|  |  |
| --- | --- |
| When using social media to promote the General attending your event, we would encourage you to use the official social media platforms of the National Veterans Memorial and Museum. | **Facebook:** facebook.com/NationalVeteransMemorialandMuseum**Twitter** twitter.com/NationalVMM**Instagram**instagram.com/nationalvmm |
| **Is this event open to the press?** |  |
| **If yes, will there be a media opportunity after the event?** |  |
| **Would you like a biography of the General to assist in introducing him at the event?** |  |
| **Do you need a copy of the General’s official headshot for any event promotion/program purposes?**  |  |
| **Do you request any NVMM marketing materials for distribution or promotional signage?** |  |
| **Can the General bring an invited guest? If so, are there any costs related to the guest?** |  |
| **To ensure maximum social media exposure of your event, please provide the following information for our social media team:** |
| **Official Facebook fan page name:** |  |
| **Officials or delegates with Facebook fan pages that may be tagged:** |  |
| **Official Twitter handle of your organization:** |  |
| **All #hashtags associated with your event:** |  |
| **Contact Information for Social Media Coordinator:**  |  |