



# Fort Knox Speaker Request



Thank you for your interest in having a Fort Knox speaker at your event. To help facilitate your request, please complete and submit this form to [usarmy.knox.imcom-atlantic.mbx.pao-im@mail.mil](mailto:usarmy.knox.imcom-atlantic.mbx.pao-im@mail.mil) at least **6 weeks** prior to the event. Also email any pertinent supporting documentation. Please allow up to 5 business days for a response on whether the request can be supported.

***NOTE:** Participation in programs will only be authorized when such support is in the best interests of the Department of Defense and the military services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be canceled.*

If you have any questions or need help completing the Speaker Request Form, please call the Fort Knox Public Affairs Office at (502) 624-0150.

## **Part 1: Event Organizer**

Name of Requesting  
Organization/Unit:

Event Sponsor(s):

For Profit/Not for Profit:

Coordinator/Point of Contact:  
*(e.g., name, title, email, office phone,  
cell phone)*

## **Part 2: Event Details**

Event Name/Title:

Event Location:  
*(e.g., address, room number,  
parking arrangements)*

Event Date/Time:

Event Type:  
*(e.g., conference, dinner,  
small group, etc.)*

Event Purpose/Goal:

Event Website (if applicable):



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## Part 3: Presentation/Speech Details

Requested Topic:

Presentation Format:

*(e.g., keynote address, roundtable, panel, etc.)*

Event Sequence:

Expected Duration:

*(e.g., 30 minutes, 1 hour, etc.)*

Question and Answer:

*(Does the sponsor wish for the requested speaker to participate in Q&A? If so, what are the specifics of the request?)*

## Part 4: Audience Details

Audience:

*(Approximate size of audience. Also briefly describe its make-up (e.g., type and level of attendees, whether the event is by invite only or a members-only meeting))*

Honorable Guests:

*(List names and titles of members of Congress, executives, or other VIPs participating in, or attending the event.)*

Media:

*(Will media be invited? If so, which media? Who from the sponsoring organization is coordinating with the media? Is there a desire for the requested speaker to be covered and/or interviewed by the media?)*



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## **Part 5: Additional Information**

Presentation Location:

*(e.g., podium with microphone, seated behind table, standing with no podium)*

Seating:

*(e.g., designated/labeled seating, open seating, head table seating (if so, who would be sitting with the speaker))*

Guest Accommodations:

*(e.g., May speaker bring a guest, would cost of guest's attendance and/or food be covered)*

Deadline for Acceptance:

Cost of Attendance:

*(Please include member and non-member price, if applicable.)*

Offer of Payment/  
Reimbursement:

*(e.g., none, dining, lodging, travel, etc.)*

Disclaimer/Release Form:

*(Please indicate whether the sponsor would ask that the requested speaker sign a disclaimer/release form.)*

## **Part 6: Audiovisual Equipment Requirement**

If it is determined that the requested speaker would provide a presentation that requires A/V support, would the sponsor agree to acquire, setup and operate all necessary associated equipment?

*(e.g., microphone (handheld or attached to podium), projector, screen, A/V and power cables, speakers, computer with DVD/CD drive)*