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**Office of Secretary of Commerce, Brad Chambers**

**Appearance Request Form - Speaking**

*The Secretary of Commmerce attends as many meetings as his calendar allows. Speaking events are scheduled when appropriate, and when there is availability. The Secretary’s schedule fills up quickly, and we appreciate receiving requests* ***at least 4 to 8 weeks in advance****.*

*Requests are reviewed once a week during scheduling meetings. While we aim to respond as quickly as possible,* ***please allow 1 to 2 weeks for a response.*** *All requests must submitted via email in WORD format to Kelly Ribich* [*keribich@iedc.in.gov*](mailto:keribich@iedc.in.gov)

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| **Detail Needed** | **Indicate responses below:** |
| **Request Details** | |
| **Name of Event** |  |
| **Hosting Organization** |  |
| **Name and Title of Person submitting the request** |  |
| **Event Date** *(Please include day of week)* |  |
| **Event Start/End Time** |  |
| **Requested time for the Secretary to Arrive and Depart** |  |
| **Description of Event** *(lunch, reception, dinner, etc.)* |  |
| **Event Logistics** | |
| **Location Address**  *(Please provide best address for GPS)* |  |
| **Location Description**  *(Building, floor, room, suite, etc.)* |  |
| **Parking Instructions**  *(Please reserve a designated spot near the entrance)* |  |
| **Who will greet and escort the Secretary upon arrival?** |  |
| **Contact Phone Number** |  |
| **Contact Email Address** |  |
| **Number of Attendees Expected** |  |
| **Who will the audience include?** |  |
| **Are other dignitaries invited or confirmed?**  *(Please list any other dignitaries invited or confirmed)* |  |
| **Will organizational leaders be attending?**  *(Please list names & titles)* |  |
| **Agenda Timeline and Run of Show**  *(Please list detailed timeline for the event)* |  |
| **Will there be a stage and/or podium?** |  |
| **Describe platform lighting** |  |
| **Will there be a microphone?**  *(Please indicate hand-held, attached, or wireless)* |  |
| **Secretary of Commerce Role** | |
| **Please indicate the Secretary’s role**  *(Brief Remarks, Keynote, Other - explain)* |  |
| **Has the Secretary participated in the event before?** |  |
| **Who will introduce the Secretary?**  *(Name & Title)* |  |
| **Will there be a Q&A Session?**  *(Q&A Sessions and questions must be approved in advance)* |  |
| **Recommended Attire** |  |
| **Are there any event protocols/etiquette the Secretary should be aware of?** |  |
| **Will any wardrobe items be provided?**  *(Smock, logowear/company t-shirt, hat, etc.)* |  |
| **Press/Communications Details** | |
| **Vice President Communications, Erin Sweitzer** [**esweitzer@iedc.in.gov**](file:///C:\Users\JaBoyd\Downloads\esweitzer@iedc.in.gov) | |
| **Speech Topics**  *(The SOC will offer 3-5 minutes brief remarks*  *or 5-10 minutes keynote remarks)* |  |
| **Speech Length**  *5, 10, or 15 minutes* |  |
| **Please provide 2-3 Talking Points**  *(Please provide at least 2 weeks prior to Erin Sweitzer)* |  |
| **Are you inviting the media?**  *(All media releases must be pre-approved by Erin Sweitzer)* |  |
| **Please list any confirmed media** |  |
| **Please provide Social Media information** *(Twitter Handle, Hashtag, Facebook Page, Website URL)* |  |
| **Event and Organization Background** | |
| **Background/Reason for Event**  *(Please include a detailed background)* |  |
| **Background paragraph about host organization**  *(either from website or other material)* |  |
| **Why did you invite, or request to meet with, the**  **Secretary?** |  |
| **The Secretary has 5 major focus areas within IEDC - if applicable, indicate the topic the event may focus on:**   * External Engagement * Entrepreneurship * Energy Transition * Environment * Economy of the Future/Industries of the Future |  |
| **In the event the Secretary is unavailable, would you be interested in an IEDC EVP attending?**   * Ann Lathrop * David Rosenberg * Salena Scardina * Tony Denhart |  |
| **Additional Notes** |  |
| **Date Form Submitted** |  |