

# Resilient Voices EVENT BRIEF

Please submit this form via email at [RA-PMOVA-RSLNTVOICES@pa.gov](mailto: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.)?**