**Executive Engagement Request Form**

Howard Elias

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|  | **Event & Timing** |
| **Attire** |  |
| **Event name and description** |  |
| **Event background** |  |
| **Event date / time** |  |
| **Event location** |  |
|  | **Contacts (Name, Email, Cell #)** |
| **Executive sponsor or event host** |  |
| **Onsite contact/s** |  |
|  | **Audience Profile** |
| **Audience description**  (Size, titles, etc.) |  |
| **SVP+ attendees**  (Names, titles) |  |
| **Media attendees**  (Names, org name) |  |
| **Other special guests**  (if any) |  |
|  | **Session Content** |
| **Full event agenda**  (with timestamps, speakers and topics) |  |
| **Howard’s role** |  |
| **Who will intro Howard?** |  |
| **Moderator** (if applicable) |  |
| **Questions**  (if moderated conversation) |  |
| **3-5 key messages to cover** |  |
| **3-5 key wins to highlight** |  |
| **Anticipated audience questions/topics** |  |
|  | **Logistics** |
| **Arrival instructions** |  |
| **Staging and room setup** |  |
| **Microphone type** |  |
| **How will the audience Q&A be managed?** |  |
| **Recording and/or photography**  (If planned, how/where will the assets be used) |  |
| ***Is there any other information we should know about? If so, share it here:*** | |
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