



SEAC Engagement Request Form



INSTRUCTIONS: Thank you for your invitation. Please complete this form in its entirety – we cannot process your request until we receive a completed version. If there are fields that do not apply, please type N/A – DO NOT LEAVE IT BLANK. Page 2 includes examples of the information needed. Leaving any part of the form blank will result in delays and may be cause for denial for consideration. Please attach a current agenda for your event (draft agendas are acceptable). Send the completed form and any other supporting documents to js.pentagon.dom.mbx.oseac@mail.mil within **60** days of your event. Submissions within 60 days may not be processed in time for a final decision.

NOTE: Submission of this engagement request form does not authorize the requestor to use the name, title, photograph, or biography of the requested speaker as well as The Joint Staff in any form of marketing materials. Official notification of acceptance or decline will be provided to the requestor upon completion of our legal and public affairs vetting process.

Name/Date of Event:

EVENT MECHANICS		BACKGROUND
TIME:		SEQUENCE OF EVENTS
LOCATION:		
LENGTH:		
UNIFORM:		
ARRANGEMENTS:		
MEDIA:		
FUNDING:		
EVENT POC:		

AUDIENCE	DVs

Command POC:

Command PAO/Protocol:

Any media or written content containing the SEAC, or quotes from the SEAC, must be reviewed and approved by the SEAC Public Affairs Advisor prior to release.



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EXAMPLE



EVENT NAME

Tuesday, 8 January 2019 V1

EVENT MECHANICS		BACKGROUND
TIME:	1430-1530	<ul style="list-style-type: none"> List two or three bullets of background information for the event, describe a brief agenda and who SEAC will be preceding or following in his engagement. Include theme/topic of event or keynote request Attach organization factsheet/mission/history/social media links
LOCATION:	Lincoln Hall Auditorium	
LENGTH:	Recommend: <ul style="list-style-type: none"> ~40 minutes of remarks ~20 minutes Q&A 	
UNIFORM:	Service "B"	
ARRANGEMENTS:	Stage with podium, wireless mic, and bottled water (ample room in front of stage to walk around if desired).	
MEDIA:	Media (live broadcast, social media, photography, etc.)	SEQUENCE OF EVENTS ~1425: You will be greeted at the Lincoln Hall by GEN Eisenhower; he will escort you to Lincoln Hall. 1430: You will be introduced by TBD 1510: Q&A with troops 1530: Engagement ends, you depart as desired.
FUNDING:	Unit or Joint Staff Funded	
EVENT POC:	Ms. Jane Doe XXX-XXX-XXXX/XXXX (o) XXX-XXX-XXXX (c) Jane.doe.mil@mail.mil	
AUDIENCE		DVs
<ul style="list-style-type: none"> Class 19-1 consists of 50 CSELs: <ul style="list-style-type: none"> 45 U.S. NCOs (active and reserve) 5 NCOs from allied nations (UK, Canada, Australia, New Zealand x2) Experience ranges from CSELs assigned currently at O-6 level commands to those serving at 3-star headquarters. 		<ul style="list-style-type: none"> Senior Fellows: <ul style="list-style-type: none"> POTUS VPOTUS ADM Nimitz, Chester, Chief of Naval Operations GEN McArthur, Douglas, Commander USFK Attach bios of key leadership involved with event
POC: List Command POC PAO: List Command PAO/Protocol Officer		

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