

**TENNESSEE NATIONAL GUARD**  
JOINT PUBLIC AFFAIRS OFFICE  
HOUSTON BARRACKS 3041 SIDCO DRIVE  
NASHVILLE, TN 37204  
(615) 313-0633

## GENERAL OFFICER APPEARANCE REQUEST FORM

In order to ensure the proper scheduling of an appearance of the Adjutant General AND OTHER Tennessee National Guard General Officers, please complete the following form and return it to the Tennessee National Guard Joint Public Affairs Office. Please address all questions to the Joint Public Affairs Office, Tennessee National Guard: (615) 313-0633.

### EVENT

NAME OF EVENT: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_  M  T  W  T  F  S  S

TIME OF EVENT: \_\_\_\_\_ TIME SPEAKER WILL BEGIN: \_\_\_\_\_

LENGTH OF SPEECH: \_\_\_\_\_ ATTENDANCE EXPECTED: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

LUNCH/DINNER COST: \$ \_\_\_\_\_  NONE

UNIFORM:  ASU (DRESS)  ACU (DUTY)  CIVILIAN

### COMPLETE ADDRESS OF EVENT

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ROOM NO/NAME.: \_\_\_\_\_

IS PARKING AVAILABLE?:  Yes  No LOCATION: \_\_\_\_\_

### AUDIO VISUAL NEEDS

SCREEN  PROJECTOR  COMPUTER  SOUND SYSTEM

EVENT POINT OF CONTACT : \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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### OFFICE USE ONLY

DATE REQUEST RECEIVED: \_\_\_\_\_ DISPOSITION:  YES  NO  TENTATIVE

RECEIPT CONFIRMED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICER TO ATTEND: \_\_\_\_\_

DATE OFFICER NOTIFIED: \_\_\_\_\_  PERSONAL  PHONE  EMAIL