



SOCOM Speaking Engagement Intake

PRELIMINARY INVITE DETAILS

Thank you for your invitation!

Please fill out the below form to the best of your knowledge and we will get back to you as soon as possible.

Name, Date, Time and Location of the engagement:	
Name/email/phone number of engagement POC:	
Date(s) invitee is on the agenda to speak/present in an official capacity	
Will invitee attend on days other than the date they are speaking /presenting; we'd like to see how our speaker fits into the overall program.	
If available, what is the website for the engagement?	
Who is the host of the event? If an entity other than the host of the event invited the Special Operations Command Commander to speak, please identify that entity.	
What is the mission of the non-federal entity/host? (e.g., mission statement, purpose, goals)	
What is the purpose of the event / engagement?	
Does the person / organization extending the invitation have any matter(s) pending with DoD (contracts, proposals, etc)?	
Are other DoD or Federal Government speakers or participants, specifically others from U.S. Special Operations Command?	
Indicate if the host/sponsor is a registered lobbying organization; media; a non-profit 501(c)(3) entity; or a 501(c)(6) entity.	
List all of the Hosts/Sponsors of the event (to include co-sponsors, if any).	



SOCOM Speaking Engagement Intake

Is there a fundraising aspect to the event?	
If so, provide all of the details about the fundraising efforts (e.g. how are the funds being raised, what are the seating arrangements, when will the fundraiser occur)?	
What is the highest cost of an individual ticket to the event? What is the cost to military members?	
What is the aggregate fair market value expended for each attendee, i.e. the cost for local services, food and drinks?	
Do certain categories get free or reduced attendance? If so, identify those categories.	
Does the invitation include an unsolicited offer for the employee to bring a guest? (Yes /No)	
Will others in attendance also generally be accompanied by a guest? (Yes / No)	
Who is invited to attend the event (e.g. open to general public, open only to a certain group, by invitation only)?	
How many individuals are attending the event?	Total Number of Attendees _____
Identify general sources of attendees at the event (percentages for all of the applicable demographics):	Federal Branch • DoD: _____ • Non-DoD: _____ State/local government: _____ Legislative Branch: _____ Academia: _____ Industry: _____ Other (describe): _____
What is the format of the speaking engagement (Keynote, roundtable, fireside chat, etc)?	
Are remarks off the record (Chatham House Rules)?	
Will media be present? If yes, whom?	
Will there be photos taken at the event? Can we expect them to be posted to social media?	
Will the presentation be recorded?	



SOCOM Speaking Engagement Intake

Will the event be televised/ streamed? If so, please name platform.	
Are any meals being offered to the speaker? (Yes / No). If so, when will the meals be offered?	
Identify gifts being offered (i.e., free parking, memento, transportation, etc.) and the estimated cost of these other gifts.	
What is the proposed topic and length of remarks? Is there a theme?	
Who else is speaking at the event and what is the proposed run of show?	
Is this an event recurring from year to year?	
Please provide any additional information (copy of invitation, invitation transmittal letter/email, etc.).	