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 **Office of Indiana Secretary of Commerce**

**Appearance Request Form - Events**

*Secretary of Commerce, David Rosenberg and Chief Strategy Officer, Ann Lathrop attend as many meetings as their calendars will allow.
Meetings are scheduled when appropriate, and when there is availability.
Schedules fill up quickly, and we appreciate receiving requests* ***at least 2 to 4 weeks in advance****.*

*Requests are reviewed once a week during scheduling meetings.*

*While we aim to respond as quickly as possible,* ***please allow 1 to 2 weeks for a response.***

*All requests must submitted via email in WORD format to Maggie Merriman* *mmerriman@iedc.in.gov*

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| **Detail Needed** | **Indicate responses below:** |
| **Request Details** |
| **The IEDC has 5 major focus areas if applicable, indicate the topic your event may focus on:*** External Engagement
* Entrepreneurship
* Energy Transition
* Environment
* Economy of the Future/Industries of the Future
 |  |
| **In event the Secretary or Chief Strategy Officer is unavailable, would you be interested in IEDC leadership attending?*** Salena Scardina, EVP of External Engagement
* Tony Denhart, EVP of Talent and Workforce
* David Watkins, SVP of Entrepreneurship and Sm. Biz
* Andrea Richter Garry, SVP of Global Strategy
* Mark Wasky, SVP of Community Affairs and Policy
* Ben Smith, VP of Energy Innovations and Solutions
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| **Organization or Host Organization** |  |
| **Name and Title of Person submitting the request** |  |
| **Event Date** *(Please include day of week)* |  |
| **Event Start/End Time** |  |
| **Requested time for the Secretary to Arrive and Depart** |  |
| **Description of Event** *(lunch, reception, dinner, etc.)* |  |
| **Event Logistics** |
| **Location Address***(Please provide best address for GPS)* |  |
| **Location Description***(Building, floor, room, suite, etc.)* |  |
| **Parking Instructions***(Please reserve a designated spot near the entrance)* |  |
| **Who will greet and escort the Secretary/COS upon arrival?** |  |
| **Contact Phone Number** |  |
| **Contact Email Address** |  |
| **Number of Attendees Expected** |  |
| **Who will the audience include?** |  |
| **Are other dignitaries invited or confirmed?***(Please list any other dignitaries invited or confirmed)* |  |
| **Will organizational leaders be attending?***(Please list names & titles)* |  |
| **Agenda Timeline and Run of Show***(Please list detailed timeline for the event)* |  |
| **Will there be a stage and/or podium?** |  |
| **Describe platform lighting** |  |
| **Will there be a microphone?***(Please indicate hand-held, attached, or wireless)* |  |
| **Secretary of Commerce Role** |
| **Please indicate the Secretary/COS role***(Brief Remarks, Keynote, Other - explain)* |  |
| **Has the Secretary/COS participated in the event before?** |  |
| **Who will introduce the Secretary/COS?** *(Name & Title)* |  |
| **Will there be a Q&A Session?***(Q&A Sessions and questions must be approved in advance)* |  |
| **Are there any event protocols or specific etiquette the Secretary/COS should be aware of?** |  |
| **Recommended Attire or will any wardrobe items be provided?** *(Smock, logowear/company t-shirt, hat, etc.)* |  |
| **Press/Communications Details** |
| **VP of Strategic External Communications - Erin Sweitzer,** **esweitzer@iedc.in.gov** |
| **Speech Topics***(The SOC will offer 3-5 minutes brief remarks* *or 5-10 minutes keynote remarks)* |  |
| **Speech Length** |  |
| **Please provide 2-3 Talking Points***(Please provide at least 2 weeks prior to Melissa Thomas)* |  |
| **Are you inviting the media?***(All media releases must be pre-approved by Erin Sweitzer)* |  |
| **Please list any confirmed media**  |  |
| **Please provide Social Media information***(Twitter Handle, Hashtag, Facebook Page, Website URL)* |  |
| **Event and Organization Background** |
| **Background/Reason for Event***(Please include a detailed background)* |  |
| **Background paragraph about host organization***(either from website or other material)* |  |
| **Why did you invite, or request to meet with, the****Secretary/COS?** |  |
| **Additional Notes** |  |
| **Date Form Submitted** |  |