Date of Event ______________Name of Event ____________________________________________________

Event Start Time ______________Event End Time__________________________________________________

_______________________________________________________________________________________

Event Host Event Address (for GPS)
_______________________________________________________________________________________

Contact Person
__________________________________________________________

Contact Office Phone Contact Cell Phone Contact E-Mail

Please give a brief description of your organization: __________________________________________________

_______________________________________________________________________________________

What is the purpose of this event? What are the desired outcomes? _____________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Are remarks or a presentation requested? If so, please indicate topic, length of remarks/presentation, and the general type of remarks (Ex. welcome, introduction of speaker(s), class lecture, etc.) ___________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Audience and Key Participants _________________________________________________________________

Audience Size ____________________________________________________________________________

Expected Media Coverage:

____ No _____ Yes (explain) __________________________________________________________________

Will this event be filmed?

____ No _____ Yes (explain how it will be used) _________________________________________________

Will you or someone with your organization take photographs of the requested speaker’s presentation?

____ No _____ Yes (explain how it will be used) _________________________________________________

(If possible, please share your images with AHC to be used on social media and monthly newsletter. Send images to wendi.lewis@ahc.alabama.gov)
What is the desired presentation format?
- Remarks only
- PowerPoint
- Other: ________________________________________________

*Please use this section to include additional details, such as the names of scheduled speakers, meeting agenda, etc.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Email completed form to Wendi Lewis, Marketing & Public Relations Manager, at Wendi.Lewis@ahc.alabama.gov or deliver to:

Wendi Lewis
Marketing & Public Relations Manager

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