



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER
EVENT FORM

Event Date (mm/dd/yyyy)

Event Start Time

Event End Time

Speaking Time

Event Name

Type of Event

Speech

Press Conference

Other

Organization Hosting Event

Has Commissioner Miller Addressed This Group Previously?

Yes

No

Event/Organization Website

EVENT INFORMATION

Event Location

Room

Expected Attendance

Address

City

State

Zip

Location Telephone #

Attire

Casual

Business Casual

Business

Black Tie

Introduction By

(Title)

State Legislators/State-Wide Elected Officials Invited?

Yes

No

List Dignitaries/Legislators Expected to Attend

Is This Event Open or Closed to the Press

Open

Closed

Will Commissioner Miller
Be Speaking?

Yes

No

Suggested Speech
Length

Will There Be a Q&A Period Following
His Remarks?

Yes

No

Topics of Interest

EVENT CONTACTS

Contact Name

Contact Title

Contact Company

Contact Mailing Address

Contact City

Contact State

Contact Zip

Contact Office Phone #

Contact Office Fax #

Contact Mobile Phone #

Contact E-mail

AGENDA AND SPEAKING EVENT PREPARATION

Please provide or attach a **detailed** timeline of the program. Include how long and at what time each participant is expected to speak.

What is the purpose of the event?

Who is the audience?

What do you feel your attendees would like Commissioner Miller to talk about?

What issues are most important to this group?

What are your group's ties to Texas agriculture?

How do you feel the Texas Department of Agriculture can help your organization?

How is the speaker's area arranged? (e.g. on a raised stage, in an arena)

Will the event be filmed?

Yes

No

Will there be a podium and/or microphone?

Podium

Microphone

How will the audience be seated?