



INVITATION REQUEST FOR ASCE PRESIDENTIAL OFFICERS

Contact Name: _____ **Today's Date:** _____

Email: _____ **Phone:** _____ **Cell:** _____

Officer Invited, if preference: _____

Purpose of Meeting: _____

For in-person events, additional meetings **MUST** be arranged with Student Chapters, municipal leaders, engineering firms, etc. to fill at least one (1) full day for the invited Officer.

List ALL events the Officer is requested to attend, in chronological order. Use another page if necessary.

1. Date: _____ Time Needed (**Eastern**): _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected Attendance and Audience: _____

2. Date: _____ Time Needed (**Eastern**): _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected Attendance and Audience: _____

3. Date: _____ Time Needed (**Eastern**): _____

Event Name: _____

Location: _____

Officer Role (speech, presentation, meet/greet, etc.): _____

Topic: _____

Time Allotted (with or without Q&A): _____

Expected Attendance and Audience: _____

Recommended Hotel, address and phone: _____

Please return completed invitation request to: Patty Montgomery, Managing Director, Executive and Board Operations (pmontgomery@asce.org). Invitations are evaluated with the Presidential Officers on a monthly basis to determine those we can accommodate. If you have any questions, please call 703/295-6101.