



**INVITATION REQUEST FOR ASCE PRESIDENTIAL OFFICERS**

**Contact Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Officer Being Invited, if preference:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

**If the organization can assist with funding for airfare, car rental, hotel, registration fees, meals, special activities, etc., how much is available?** \_\_\_\_\_

Invitations for in-person events **MUST** include activities to fill a full day (i.e., Student Chapters, municipal leaders, engineering firms, etc.).

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 # of Attendees 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 # of Attendees 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 # of Attendees and Audience: \_\_\_\_\_

Recommended Hotel, address and phone: \_\_\_\_\_

Please return completed invitation request to: Wendy Dinwiddie at ([wadinwiddie@asce.org](mailto:wadinwiddie@asce.org)). Invitations are evaluated with the Presidential Officers monthly to determine those we can accommodate. If you have any questions, please call 703/295-6495.