**Advance Worksheet**

**Event/Organization**

**Date and Time**

**Staff**

**Purpose**  Recognize XXXXXXX as the newest HBI community

**Attendee(s)**

**Contact Information**

Name:

Office Phone:

Cell Phone**:**

Email Address:

**Day of Event Contact Person**

Name:

Cell:

**Location/Directions**

**Governor will be met by**

**Est. Attendance**

**Press at Event**

**Speech (Length, topic, introducer, podium)**

**Agenda**

**Other (Dress)**

Business