



Kim Reynolds
GOVERNOR

OFFICE OF THE GOVERNOR

Adam Gregg
LT. GOVERNOR

Advance Worksheet

Event/Organization John Smith County Home Base Iowa Designation Event

Date and Time Wednesday 10/28/15 at 8:30 a.m. – 9:30 a.m.

Staff Jane Doe – John Smith Community Development Director – 555-555-4646
econdeve@johnsmithiowa.com

Purpose Recognize John Smith County, Iowa as the newest HBI community

Attendee(s) John Smith Board of Supervisors, city officials, veterans groups, Senator Bill Writer, Rep. Steve Speaker, Community Members

Contact Information
Name: Jane Doe
Office Phone: (555)-555-4885
Cell Phone: (555)-555-4646
Email Address: econdeve@johnsmithiowa.com

Day of Event Contact Person
Name: Jane Doe
Cell: (555)-555-4646

Location/Directions John Smith County Courthouse
555 Central Court House Rd
John Smith, Iowa 55555

Governor will be met by Jane Doe

Est. Attendance 75

Press at Event yes – local newspaper, radio and local television is invited.

Speech (Length, topic, introducer, podium)

- Chairperson, County Supervisors – Welcome and introduction of Governor (3-5 minutes)
- Governor or Lt Governor – Congratulatory Home Base Iowa remarks (whatever he chooses 3-5 minutes)
- Local Business Person or HBI manager – remarks from an employer who utilizes the program (3-5 minutes).
- County Supervisor / Veteran – Closing remark from a veteran's perspective & thank you (3-5 minutes)
- Photos and reception – cupcakes, meat & cheese tray, coffee punch (20-30 minutes)

Agenda/Timeline

11:00 – 11:05 Welcome by Chairperson or mayor Bill Smith
11:05 – 11:10 Governor Remarks
11:10 – 11:15 Jane Smith from local business or HBI manager remarks
11:15 – 11:25 Jill Doe - Local veteran to speak about the importance of veteran employment
11:25 – 11:30 Bill Smith closing remarks

Other (Dress) - Business