



Terry E. Branstad  
GOVERNOR

## OFFICE OF THE GOVERNOR

Kim Reynolds  
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  
econdev@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: econdev@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 – Congratulatory Home Base Iowa remarks (whatever he chooses 3-5 minutes)
- Local Business Person – remarks from an employer who utilizes the program (3-5 minutes).
- County Supervisor / Veteran – Closing remark from a veterans perspective & thank you (3-5 minutes)
- Photos and reception – cupcakes, meat & cheese tray, coffee punch (20-30 minutes)

**Agenda** - See above (or add any other agenda details which might be relevant to this event)

**Other (Dress)** - Business